

## MINUTES OF THE CASWELL COUNTY BOARD OF HEALTH

The Caswell County Board of Health met at 7:00 P.M. on \*March 3, 2015 (Rescheduled from February 24, 2015 due to inclement weather) in the Caswell County Health Department's downstairs meeting room in Yanceyville, North Carolina.

### ATTENDANCE:

Position	Name	Present	Not Present
County Commissioner	Nate Hall	X	
Pharmacist	Andrew Foster, Pharm. D, R.Ph.	X	
Dentist	Rose Satterfield, DMD	X	
Veterinarian	Christine Frenzel, DVM		X
Physician (Gen. Pub.)	Cecil Page		X
Engineer (Gen. Pub.)	Jennifer White, RN	X	
Registered Nurse	Carla Lipscomb, RN	X	
Optometrist (Gen. Pub.)	Carl Carroll, RS, MBA		X
General Public	Carol Komondy	X	
General Public	Elin Armeau-Claggett, PA-C, PhD	X	
General Public	Sharon Kupit		X

Others Present: Frederick Moore, MD – Health Director  
Sharon Hendricks – Finance Officer  
Jennifer Eastwood, MPH – QI Specialist

### I. Call to Order

- A. The rescheduled meeting of the Caswell County Board of Health was called to order by the Chair at 6:00 P.M.

### II. Public Comment

- A. None

### III. Action Items

- A. Due to the full agenda, Dr. Moore suggested that the Board of Health training be delayed until the next meeting. The Chair agreed with this suggesting.
- B. Approval of Minutes

A motion was made by Nate Hall and seconded by Jennifer White to approve the minutes of the Board of Health for January 27, 2015. The motion was approved on a vote of 7 to 0.

### C. Budget Amendment #7

1. This amendment moves funds from one expense line to another to cover expenses and it decreases state funds by \$2,563 in the Immunization program. It also increases Private Insurance revenue by \$2,500 and decreased Medicaid by the same amount to balance the budget.

A motion was made by Elin Armeau-Claggett and seconded by Jennifer White to approve Budget Amendment #7 as presented. The motion was approved on a vote of 7 to 0.

### D. Annual Approval of Policies

1. The following policies had been distributed at the last meeting for review:
- POL-ADM-ADM-005\_Collections
  - POL-ADM-ADM-008\_Eligibility
  - POL-ADM-GOV-001\_Board of Health General Health Dept Policy
  - POL-ADM-GOV-002\_Board of Health Operating Procedures
  - POL-ADM-GOV-003\_Chain of Authority In H Dir Absence
  - POL-ADM-GOV-004\_Observing Public Health Law
2. Staff had recommended several minor changes that were highlighted in the copies included in the packet. In addition, the following changes were made by the Board of Health.

- a. POL-ADM-ADM-008\_Eligibility
  - 1) III.A.3. – “disability” was listed twice
  - 2) III.B. – the residency requirement for Home Health was not listed.
    - a) Dr. Moore said that the Board of Health had discussed this matter a few years ago as it related to the clinic. It was decided at that time to open the clinic to patients without regard to residency.
    - b) The recent limitation of Home Health to Caswell County residents approved by the board needed to be added to this policy.
- b. No additional changes to any of the other policies were discussed.

A motion was made by Elin Armeau-Claggett and seconded by Nate Hall to approve all the policies listed above with the changes made by staff and the Board of Health. The motion was approved on a vote of 7 to 0.

- E. Restroom Availability at Polling Places
  - 1. Dr. Moore had emailed Jill Moore and the UNC School of Government about this matter and the reply was that this was probably a matter for the Board of Elections.
  - 2. Dr. Moore was still waiting for an answer to a follow up question about requiring public restrooms to be available during regular working hours in all public buildings that had them.
  - 3. These emails were included in the packet.
  - 4. Nate Hall said that he read the information included in the packet and thought that the next step was to see if the Americans with Disabilities Act said anything about this and how this relates to the rules and authority of the Board of Elections. Dr. Moore commented that the “ADA Checklist for Polling Places” dealt mainly with wheelchair accessibility and not restroom availability. Nate Hall said that the US DHHS had the authority to deal with this matter but at this time were not interested in taking action. Dr. Moore said that he saw references to this issue being discussed in other states.

#### **IV. FY 2015-2016 Budget Discussion**

- A. Dr. Moore started the discussion by sharing an informal survey by another North Carolina Health Director about all the cuts to Public Health budgets and services over the last few years. He hoped that the Caswell County Health Department would not face addition cuts this year.
- B. Dr. Moore said that the budget presented here was intended to be just a place to start the conversation about the budget. The budget process this year had been shortened by the County Finance Office and the Board of Health would need to vote on a final budget at its regular March meeting.
- C. Dr. Moore commented that he did not think each budget item discussed at this meeting needed a vote but there should be some sort of consensus. The official vote would happen at the regular March meeting.
- D. Dr. Moore reviewed the process that had been taken to develop the draft included in the packet. He commented that salaries and benefits make up almost 70% of the Health Department's budget and there is a detailed process that estimates the cost of each employee. The total cost of this first draft was \$2,884,908 which is about \$89,000 less than the budget for the current year.
- E. Board of Health Stipend
  - 1. Several years ago the Board of Health decided to decline the stipend of \$40/meeting attended. Because this stipend is allowed by NC law, Dr. Moore asked the board if they wanted this put back in the budget.
  - 2. Nate Hall commented that each county board has its own rules about stipends, and not all boards received a stipend. He said that as the one board member not eligible for the stipend, he wanted to say that he disagreed with the Board of Health's decision to forgo the stipend several years ago. While declining the stipend may send a good message, he felt that the stipend was a way to defray some of the costs of attending the meeting. He was in favor of reinstating the stipend. Several other members agreed with this approach.
  - 3. Dr. Moore commented that the Board of Health had many options on how to receive the

stipend. All or some of the members could decline it, some counties provided a meal instead of a stipend. Some board members have donated the stipend back to the Health Department.

4. Several board members stated that they served on the board as a service to the community and not for the stipend so they thought the stipend should be removed again this year.
5. There was several minutes of discussion by most of the members. At the end, the general consensus was to resume the stipend and each board member could decide for themselves whether they would receive it or not.

F. Personnel

1. Dr. Moore distributed a document that explained the various proposed personnel changes included in the packet. These changes included completion of probation, reclassification, new positions, changes in an employee's FTE, removal of positions and potential retirements. Dr. Moore reviewed the details of each of these categories.
  - a. The new positions included:
    - 1) An expansion of our Nurse Practitioner FTE from 1.80 to 2.00.
    - 2) An expansion of the CAP Social worker FTE from 1.50 to 1.75.
    - 3) The addition of a new Medical Office Assistant to help with scanning, other clerical duties and help in the clinic. This replaces a currently budgeted but vacant Processing Assistant position.
  - b. Position removal:
    - 1) There are currently two vacant RN positions in Home Health:
      - a) With the coming stoppage of incontinent supplies and the limiting of admissions to Caswell County, we feel that we don't need to fill the vacant field nurse position unless the patient census grows.
      - b) The funding for the vacant Nursing Director position was shifted to the newly approved Physical Therapist position. Currently, Dr. Moore is taking on the role of the Nursing Director, but when the time is right, a current Home Health nurse can be promoted to the Nursing Director position for a cost of several thousand dollars.
    - 2) Nate Hall cautioned Dr. Moore to be careful about removing the positions. He said that a criticism Dr. Moore had received from the Board of County Commissioners was that the Health Department removed positions and then requested they be put back in. He recommended leaving the positions in place if we thought we may eventually need them. Other board members agreed that no more than one of the Home Health positions should be cut and Dr. Moore should work toward filling the Home Health Nursing Director position.
2. Nate Hall asked if there was some way to "grow" the positions we needed such as a LPTA become a Physical Therapist. Dr. Moore said that this particular example would take five years of full time school. Nate Hall acknowledged that this would not help in the short term but developing a scholarship program was something the county should think about. Dr. Moore said that he strongly agreed, and a scholarship program would go a long way to improve the morale of some of the higher functioning employees who want to better themselves. He said that a program like this would also provide many intangible benefits to the county.
3. Dr. Moore said that during the preparation of this budget he spent some time looking at the Bureau of Labor Statistics web site and saw that most Health Department employees make in the 10<sup>th</sup> to 25<sup>th</sup> percentile when compared to the state and nation. He said that over the years he has come to realize that he cannot increase every employees salary so he has tried to take advantage of any opportunity he had to raise one salary at a time. He understands that this has been an uneven process and it does create some tensions

between employees, but he feels it is the best he can do under the circumstances.

G. Revenue

1. Fund Balance

- a. Dr. Moore reviewed the historical and estimated Fund Balance information included in the packet.
- b. The bottom line is that the Health Department Fund Balance has declined significantly over the last several years and the current draft budget uses every dollar that is estimated to be available (\$276,000) at the end of the current fiscal year.
- c. The Board of Health has been talking for several years about what will happen when there is no more Health Department Fund Balance. If this budget becomes reality, we will have to face that issue in FY 16-17.
- d. Nate Hall suggested that instead of using all the Fund Balance, the board should increase the funding request to the Board of County Commissioners. Dr. Moore said that this draft budget already included an significantly increased funding request.

2. Earned Revenue

- a. Dr. Moore said that the big issue with this budget is not the expenses, which decreased, but is the projected revenue which has been declining for several years. Dr. Moore said that this fiscal year, Home Health has looked for ways to cut expenses and are implementing those cuts. We are bring the billing back in house effective April 1<sup>st</sup> and we think this will improve our revenue. We are hoping to get a full time Physical Therapist which will also increase our revenue. Nate Hall said that the anticipated increase in revenue should be included in the budget.
- b. Nate Hall asked what the receivables were in Home Health. Dr. Moore said that they were in the range of \$200,000 to \$250,000 which is typical. Nate Hall said that he would have to rethink some of his earlier comments about asking the county for additional funds.
- c. Dr. Moore said the revenue projections included in this first budget draft were based on revenue that has come in so far this year. Increased revenue based on growth and efficiency was not included.
- d. Sharon Hendricks reminded the board that hiring a full time Physical Therapist is a key ingredient in the financial well being of the agency. Jennifer White suggested that we cast our net wider for a Physical Therapist such as in national magazines. Sharon Hendricks said that we had advertised on line, at the Employment Security Commission and in the Burlington and Danville papers and she has also spoken with several Physical Therapist and employers of Physical Therapist who told her that the \$75,000 was a low salary, especially for an experienced Physical Therapist like we need. Dr. Moore commented that no matter where you advertise, if you don't have an attractive salary, the advertising won't get you very far. Elin Armeau-Claggett recommended that this information should to be taken back to the Board of County Commissioners and ask for a higher salary. She also said that the entire Health Department budget did not depend on filling the Physical Therapist position and she suggested that the board move on to other budget issues.

H. Other Expenses

1. Other items included in the budget draft included:

- a. Three trucks for Environmental Health.....\$ 75,000
  - 1) The purpose of these trucks is to prevent staff from having to use their personal vehicles in rough terrain.
  - 2) Dr. Moore mentioned that an alternative would be to get one truck that would be used when rough terrain was likely to be encountered.
- b. An Environmental Health restroom.....\$ 15,000

- 1) This amount is based on an estimate obtained several years ago.
- c. Scanning Contract.....\$100,000
  - 1) This is based on a rough estimate obtained about two years ago to cover a one time scanning of most of our paper records.
  - 2) The scanning process is a very time consuming one that requires preparing the documents, the actual scanning, verifying the scanning and loading it in the computer where it can be accessed.
  - 3) This budget also includes staff that can handle our immediate scanning needs and a position that will be able to do some of the scanning of old records in house. With our EHR, the rate of increase of new paper records have decreased dramatically but we still have a lot of old records stacked on shelves and piled in boxes.
  - 4) Dr. Moore said that he would like both the funds for a scanning contract and the staff time for scanning. However, if forced to choose, he would prefer the position rather than the contract, for the extra flexibility it gave and the decreased cost.
  - 5) The general consensus of the board was to choose the position over the contract and there was a suggestion that an additional clerical staff person be added to the budget as well.
- I. An unknown, potential issue for next fiscal year is a possible change in the FLSA definition of Exempt Personnel. Depending on how this is changed it could dramatically change the way the Health Department staffs its programs.
- J. Dr. Moore confirmed that the Board of Health wanted to keep the MOA position and the various other personnel changes discussed, the Environmental Health trucks x 3 and restroom. The board wanted to remove the \$100,000 for a scanning contract. Dr. Moore asked for clarification on the Home Health nursing staff. The consensus was to keep the Nursing Director position, keep the field nurse position and keep the clerical position in addition to the new MOA.
- K. Dr. Moore will make these changes to the budget for the next board meeting.
- V. Due to the lateness of the hour, the board decided to delay the closed session for the annual evaluation of the Health Director.
- VI. **Adjournment**
  - A. The Chair adjourned the meeting without objection.

Approved By: \_\_\_\_\_  
Health Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Health

\_\_\_\_\_  
Date

## **Health Director's Report – March 24, 2015**

### **I. FY 2014-2015 Budget**

- A. Budget Status
  - 1. We are now 66% of the way through the fiscal year and we have spent approximately 60% of the expense budget.
  - 2. Also included in the packet is the more detailed report for the Home Health and CAP budgets.
- B. Budget Amendment #8
  - 1. This Budget Amendment moves funds from one expense line to another to cover expenses and budgets in \$3,000 of Private Insurance revenue that has come in at a greater amount than budgeted and decrease Medicare to balance this increase. There is no net change in the total budget.
- C. Physical Therapist Position
  - 1. We have been advertising for this position for almost three months without a single nibble.
  - 2. Based on my last visit to the Board of County Commissioners, I will need a specific salary recommendation from the Board of Health before taking this matter back to them.

### **II. FY 2015-2016 Budget**

- A. The packet includes a sheet that compares the current budget, the first budget draft and the second draft that includes the changes recommended by the Board of Health at the last meeting.
- B. The following was included in this second draft:
  - 1. Scanning Contract.....(100,000)
  - 2. Clerical.....+ 30,708
  - 3. Home Health Field RN.....+ 60,180
  - 4. Home Health Nursing Director.....+ 69,051
  - 5. The Revenue Was Updated To Include The Month Of February.....+ 73,188
  - 6. Request For County Funds Increased to \$1,020,400.....+113,370
  - 7. Use Of Fund Balance Decreased..... (50,000)
- C. The following did not change in the second draft:
  - 1. Three Trucks For Environmental Health
  - 2. Restroom For Environmental Health
  - 3. MOA For The Clinic
- D. A proposed fee schedule for next year will be distributed at the board meeting.
- E. Does the board want to make further changes before voting on this budget?

### **III. Restrooms Availability At Polling Places**

- A. I have included in the packet the latest email from Jill Moore on this matter.
- B. If the Board of Health wants to take this issue on it is going to have to meet some specific criteria.

### **IV. Informational**

- A. Environmental Health Statistics
- B. Home Health Statistics
- C. Clinic Statistics
- D. Health Department Organization Chart

**CASWELL COUNTY BUDGET AMENDMENT # \_\_\_\_\_**  
**Health Department Amendment # 8**

**Be it ordained, the FY 2014-2015 Annual Budget Ordinance is hereby amended as follows:**

**PUBLIC HEALTH - 5110**

<i>Expenditure Line</i>	<i>Account Code</i>	<i>Increase / (Decrease)</i>	<i>Amended Budget</i>
Salary 121	100.5110.121.000	\$4,987.00	\$1,559,431.00
Longevity 127	100.5110.127.000	(\$435.00)	\$24,183.00
SS / FICA 181	100.5110.181.000	\$822.00	\$122,989.00
Retirement 182	100.5110.182.000	(\$1,232.00)	\$112,121.00
Health Insurance 183	100.5110.183.000	(\$5,434.00)	\$198,723.00
Contracted Services 199	100.5110.199.000	\$1,055.00	\$425,418.00
Program Supplies 230	100.5110.230.000	\$459.00	\$36,069.00
Pharmaceuticals 238	100.5110.238.000	(\$888.00)	\$48,738.00
Office Supplies 260	100.5110.260.000	\$2,352.00	\$11,572.00
Travel Subsistence 312	100.5110.312.000	(\$300.00)	\$4,882.00
Telephone 321	100.5110.321.000	\$466.00	\$10,685.00
Training 395	100.5110.395.000	(\$500.00)	\$12,094.00
Ins & Bonding 450	100.5110.450.000	(\$1,352.00)	\$3,608.00
<b>TOTAL EXPENSE BUDGET:</b>		<b>\$0.00</b>	<b>\$2,974,324.00</b>

<i>Revenue Lines</i>	<i>Account Code</i>	<i>Increase / (Decrease)</i>	<i>Amended Budget</i>
Medicare - Public Health	100.3510.422.008	(\$3,000.00)	\$447,500.00
Private Insurance	100.3510.420.008	\$3,000.00	\$28,675.00
<b>TOTAL REVENUE BUDGET:</b>		<b>\$0.00</b>	<b>\$2,974,324.00</b>

**Justification:**

To move funds from one expense line to another to cover expenses. To budget in Private Insurance revenue that has come in at a greater amount than budgeted and decrease Medicare to balance this increase.

That all Ordinances or portions of Ordinances in conflict are hereby repealed.

\_\_\_\_\_  
 Approved by Health Director

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Approved by Board of Health

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Paula Seamster, Clerk to the Board

\_\_\_\_\_  
 Date

**Approved by the Caswell County Board of Commissioners**



**CASWELL COUNTY HEALTH DEPARTMENT - FY 2014-2015**

		<b>Budget</b>	<b>Actual YTD</b>	<b>Balance</b>	<b>YTD = 66.67%</b>	<b>YTD Est Budg Variance</b>
<b>SALARY &amp; BENEFITS SUB-TOTAL</b>		<b>2,063,087.00</b>	<b>1,291,640.61</b>	<b>771,446.39</b>	<b>62.61%</b>	<b>83,819.49</b>
Board Expenses	120	0.00	0.00	0.00	0.00%	0.00
Salary	121	1,559,431.00	987,042.66	572,388.34	63.30%	52,629.99
Call	122	45,640.00	21,377.89	24,262.11	46.84%	9,050.30
Longevity	127	24,183.00	22,577.40	1,605.60	93.36%	1,605.60
SS / FICA	181	122,989.00	75,515.78	47,473.22	61.40%	6,480.99
Retirement	182	112,121.00	70,423.78	41,697.22	62.81%	4,327.29
Health Insurance	183	198,723.00	114,703.10	84,019.90	57.72%	17,785.52
<b>OPERATIONAL SUB-TOTAL</b>		<b>911,237.00</b>	<b>499,492.41</b>	<b>411,744.59</b>	<b>54.81%</b>	<b>108,029.30</b>
Contracted Services	199	425,418.00	244,723.88	180,694.12	57.53%	38,902.30
Food & Provisions	220	350.00	200.49	149.51	57.28%	32.86
Program Supplies	230	36,069.00	16,774.64	19,294.36	46.51%	7,272.56
Pharmaceuticals	238	48,738.00	18,927.88	29,810.12	38.84%	13,565.74
HH/CAP Med Supplies	239	192,808.00	110,724.62	82,083.38	57.43%	17,820.47
Office Supplies	260	11,572.00	10,433.34	1,138.66	90.16%	(2,718.29)
Small Tools & Equip.	295	14,743.00	7,067.39	7,675.61	47.94%	2,761.77
Mileage	311	104,245.00	48,214.73	56,030.27	46.25%	21,285.41
Travel Subsistence	312	4,882.00	1,591.92	3,290.08	32.61%	1,662.91
Telephone	321	10,685.00	6,524.71	4,160.29	61.06%	598.98
Postage	325	5,175.00	3,440.75	1,734.25	66.49%	9.42
Printing	340	3,113.00	2,233.99	879.01	71.76%	(158.55)
Maint & Repair	352	6,459.00	3,081.00	3,378.00	47.70%	1,225.22
Advertising	370	7,061.00	3,669.41	3,391.59	51.97%	1,038.16
Laundry	392	790.00	387.48	402.52	49.05%	139.21
Training	395	12,094.00	5,112.12	6,981.88	42.27%	2,950.95
Rental of Copier	431	9,000.00	6,153.44	2,846.56	68.37%	(153.14)
Rental of Post Meter	432	800.00	408.00	392.00	51.00%	125.36
Ins & Bonding	450	3,608.00	3,607.98	0.02	100.00%	(1,202.53)
Dues, Subsc. & Pub.	491	13,627.00	6,214.64	7,412.36	45.61%	2,870.48
Capital Outlay	500	0.00	0.00	0.00	0.00%	0.00
<b>EXPENSES</b>	<b>TOTAL</b>	<b>2,974,324.00</b>	<b>1,791,133.02</b>	<b>1,183,190.98</b>	<b>60.22%</b>	<b>191,848.79</b>
<b>REVENUE</b>	<b>TOTAL</b>	<b>2,974,324.00</b>	<b>1,774,307.04</b>	<b>1,200,016.96</b>	<b>59.65%</b>	<b>(108,874.77)</b>
<b>STATE SUB-TOTAL</b>		<b>607,757.00</b>	<b>304,084.13</b>	<b>303,672.87</b>	<b>50.03%</b>	<b>(101,107.46)</b>
(101) COUNTY APPROP		664,264.00	572,219.18	92,044.82	86.14%	129,354.37
(102) WCH FUND BAL		156,906.00	128,780.75	28,125.25	82.08%	24,171.52
(102) PPC FUND BAL		29,945.00	15,763.57	14,181.43	52.64%	(4,200.76)
<b>OTHER SUB-TOTAL</b>		<b>851,115.00</b>	<b>716,763.50</b>	<b>134,351.50</b>	<b>84.21%</b>	<b>149,325.13</b>
(102) MCD - REGULAR		939,800.00	458,636.78	481,163.22	48.80%	(167,927.88)
(102) MCD - SETTLEMENT		0.00	0.00	0.00	0.00%	0.00
(103) MCR - REGULAR		447,500.00	214,033.59	233,466.41	47.83%	(84,314.66)
(103) MCR - HMO		35,000.00	14,280.40	20,719.60	40.80%	(9,054.10)
(103) PRIVATE INS		28,675.00	29,375.06	-700.06	102.44%	10,257.44
(103) DIRECT FEES		64,477.00	37,133.58	27,343.42	57.59%	(5,853.24)
<b>EARNED SUB-TOTAL</b>		<b>1,515,452.00</b>	<b>753,459.41</b>	<b>761,992.59</b>	<b>49.72%</b>	<b>(256,892.44)</b>
<b>BALANCE</b>		<b>0.00</b>	<b>-16,825.98</b>			

Actual (Includes Receipt of State Delay)

8,977.36



		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
8									
66.67%									
COMMUNITY ALTERNATIVES PROGRAM									
SALARY & BENEFITS SUBTOTAL		8,347.18	7,979.58	6,705.08	4,945.67	4,214.83	5,513.10	11,283.31	6,883.59
2	Salary 121	6,431.40	6,197.71	5,358.00	3,815.78	3,221.01	3,996.98	8,861.64	5,375.90
4	Longevity 127	0.00	0.00	0.00	0.00	0.00	257.18	0.00	0.00
5	SS / FICA 181	462.21	447.01	390.47	275.12	232.13	333.48	682.63	374.17
6	Retirement 182	454.70	438.18	378.81	269.78	227.73	300.77	626.52	380.08
7	Health Insurance 183	998.87	896.68	577.80	584.99	533.96	624.69	1,132.52	733.44
OPERATIONAL EXPENSE SUBTOTAL		2,871.42	3,283.82	7,912.52	3,112.05	4,332.87	2,022.22	1,110.32	515.94
10	Contracted Services 199	0.00	4.00	0.00	0.00	0.00	0.00	5.00	38.00
14	HH/CAP Med Supplies 239	2,742.00	2,791.29	7,389.67	2,925.62	3,114.37	1,546.09	916.33	196.68
15	Office Supplies 260	0.00	0.00	0.00	0.00	851.64	0.00	0.00	0.00
16	Small Tools & Equip. 295	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	Mileage 311	0.00	347.93	284.15	186.43	119.36	135.52	69.36	159.77
19	Telephone 321	119.42	0.00	238.70	0.00	0.00	119.36	119.49	0.00
20	Postage 325	10.00	0.00	0.00	0.00	0.00	15.00	0.00	0.00
21	Printing 340	0.00	140.60	0.00	0.00	0.00	0.00	0.00	0.00
23	Advertising 370	0.00	0.00	0.00	0.00	247.50	206.25	0.00	0.00
TOTAL EXPENSES		11,218.60	11,263.40	14,617.60	8,057.72	8,547.70	7,535.32	12,393.63	7,379.53

	ACTUAL	BUDGET	BALANCE	COUNTY
	55,652.34	57,505.00	41,652.66	57.25%
	43,258.42	73,700.00	30,441.58	58.70%
	257.18	272.00	14.82	54.55%
	3,177.22	6,008.00	2,830.78	52.88%
	3,076.57	5,618.00	2,541.43	54.76%
	6,082.95	11,907.00	5,824.05	51.09%
	25,161.18	39,525.00	14,363.84	63.68%
	47.00	1,500.00	1,453.00	3.13%
	21,824.05	30,629.00	9,004.95	70.60%
	851.84	852.00	0.36	99.96%
	0.00	500.00	500.00	0.00%
	1,302.52	4,283.00	2,980.48	30.34%
	716.60	1,065.00	338.40	67.92%
	25.00	100.00	75.00	25.00%
	140.60	141.00	0.40	99.72%
	453.75	455.00	1.25	99.73%
	81,013.50	137,030.00	56,016.50	59.12%

REVENUE		TOTAL	6,659.40	15,822.60	16,863.98	9,361.98	7,243.44	24,176.65	4,663.02	8,635.11
80	COUNTY APPROP	6,659.40	4,032.68	2,669.49	0.00	7,243.44	0.00	0.00	0.00	0.07
88	MCD - REGULAR	0.00	11,789.92	13,984.49	9,361.98	0.00	24,176.65	4,663.02	8,635.04	

93,416.16	137,030.00	43,613.82	68.17%
20,805.08	26,030.00	5,224.92	79.93%
72,611.10	111,000.00	38,388.90	65.42%

HOME HEALTH										
SALARY & BENEFITS SUBTOTAL										
2	Salary	121	54,430.05	50,702.11	48,851.51	64,377.33	60,669.35	70,712.38	89,623.92	46,787.00
3	Call	122	42,279.44	38,725.69	37,829.69	50,325.49	47,671.49	49,683.67	55,938.16	36,113.92
4	Longevity	127	1,922.00	1,602.00	1,880.00	1,861.89	1,224.00	1,558.00	1,202.00	1,264.00
5	SS / FICA	181	3,286.92	3,072.80	2,954.09	3,841.81	3,585.57	4,292.48	4,241.98	2,720.94
6	Retirement	182	2,969.98	2,650.92	2,633.33	3,420.51	3,210.31	3,769.11	3,738.12	2,628.48
7	Health Insurance	183	3,971.71	3,650.70	3,564.40	4,927.83	4,977.98	4,544.87	4,503.66	4,039.66
OPERATIONAL EXPENSE SUBTOTAL										
10	Contracted Services	199	65,083.45	27,182.54	31,008.91	17,660.73	35,717.26	18,410.95	19,231.06	29,986.00
11	Food & Provisions	220	48,703.80	13,400.12	8,991.54	4,149.17	16,030.58	4,675.46	3,463.37	18,201.66
14	HH/CAP Med Supplies	239	15,886.80	7,330.89	16,553.90	8,252.40	13,545.73	8,426.36	11,310.64	7,791.85
15	Office Supplies	260	0.00	0.00	0.00	0.00	861.64	0.00	0.00	0.00
16	Small Tools & Equip.	295	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	Mileage	311	0.00	5,786.53	5,338.47	4,979.04	5,167.95	4,554.14	3,897.05	3,646.32
18	Travel Subistence	312	0.00	0.00	0.00	0.00	6.00	0.00	0.00	0.00
19	Telephone	321	125.00	125.00	125.00	100.00	100.00	125.00	125.00	125.00
20	Postage	325	100.00	0.00	0.00	0.00	0.00	119.99	0.00	0.00
21	Printing	340	245.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23	Advertising	370	0.00	143.79	0.00	0.00	0.00	0.00	0.00	165.00
25	Training	395	0.00	0.00	0.00	130.12	0.00	0.00	435.00	0.00
29	Dues, Subsc. & Pub.	491	0.00	339.95	0.00	0.00	0.00	510.00	0.00	0.00
TOTAL EXPENSES			119,493.50	77,894.65	79,860.42	82,038.06	96,386.51	89,123.33	88,854.98	76,765.00

466,133.65	781,984.00	315,850.35	59.61%
359,567.45	591,616.00	232,048.55	60.78%
12,513.89	27,283.00	14,769.11	45.87%
6,864.55	6,865.00	0.45	99.99%
27,996.39	47,177.00	19,720.61	58.67%
25,020.76	41,323.00	16,302.24	60.55%
34,170.61	67,180.00	33,009.39	50.86%
244,282.90	418,107.00	173,824.10	58.43%
117,616.00	171,311.00	53,695.00	68.66%
200.49	300.00	99.51	66.83%
89,100.57	162,179.00	73,078.43	54.94%
851.64	852.00	0.36	99.96%
0.00	500.00	500.00	0.00%
33,369.50	72,766.00	39,396.50	45.86%
6.00	200.00	194.00	3.00%
950.00	1,198.00	249.00	79.23%
219.99	500.00	280.01	44.00%
245.85	300.00	54.15	81.95%
308.79	1,500.00	1,191.21	20.59%
565.12	1,500.00	934.88	37.67%
848.95	5,000.00	4,151.05	16.98%
710,416.55	1,200,091.00	489,674.45	59.20%

REVENUE		TOTAL	96,239.39	102,889.72	79,901.75	104,916.99	76,987.57	93,752.97	80,194.23	59,073.99
80	(101) COUNTY APPROP		90,983.24	46,662.01	38,939.68	0.78	27,855.49	41,121.01	34,812.21	6,612.38
88	(102) MCD - REGULAR		0.00	33,343.48	20,343.98	41,052.86	18,813.71	41,121.95	20,955.34	26,315.53
90	(103) MCR - REGULAR		2,743.07	19,937.09	17,096.72	62,300.10	26,262.11	44,547.16	19,071.87	22,078.47
91	(103) MCR - HMO		3,695.08	3,172.14	2,348.88	0.00	1,128.70	311.99	3,633.61	0.00
92	(103) PRIVATE INS		828.00	0.00	855.39	1,563.25	4,072.56	2,771.96	1,721.20	4,069.51
93	(103) DIRECT FEES		0.00	0.00	318.09	0.00	675.00	276.00	0.00	0.00

697,776.51	1,206,081.00	502,314.49	58.14%
250,589.80	250,591.00	1.20	100.00%
201,721.86	450,000.00	248,278.14	44.83%
214,033.59	447,000.00	232,965.41	47.88%
15,880.47	35,000.00	20,719.00	40.80%
15,881.77	16,000.00	118.23	99.28%
1,269.09	1,500.00	230.91	84.61%

8		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
66.67%									
HEALTH DEPT SUMMARY									
SALARY & BENEFITS SUB-TOTAL		155,100.14	150,884.35	146,294.89	163,582.11	162,491.87	189,108.59	177,022.77	147,346.13
2	Salary	120,642.01	117,813.78	113,448.77	127,111.88	126,726.21	127,579.36	139,936.65	113,784.00
3	Call	3,002.00	2,714.00	2,794.00	3,153.89	2,298.00	2,710.00	2,330.00	2,376.00
4	Longevity	0.00	0.00	0.00	0.00	0.00	22,577.40	0.00	0.00
5	SS / FICA	9,076.20	8,707.47	8,531.82	9,542.73	9,442.44	11,295.77	10,485.23	8,434.12
6	Retirement	8,476.70	8,011.64	7,988.19	8,832.39	8,663.11	10,344.13	9,630.17	8,499.45
7	Health Insurance	13,903.23	13,437.46	13,553.91	14,951.22	15,382.11	14,601.89	14,640.72	14,252.56
OPERATIONAL SUB-TOTAL		79,728.60	39,117.62	59,835.13	38,631.47	83,028.33	69,105.61	85,921.11	44,124.54
10	Contracted Services	51,130.64	15,613.57	12,580.58	12,463.30	45,972.10	31,547.94	55,331.59	20,084.16
11	Food & Provisions	0.00	67.26	0.00	50.00	15.36	0.00	0.00	67.87
12	Program Supplies	1,581.07	1,629.44	2,207.09	1,727.06	1,227.87	3,802.37	3,082.77	1,516.97
13	Pharmaceuticals	414.38	414.90	3,861.38	2,019.82	2,311.05	4,477.83	3,366.15	2,062.37
14	HHCAP Med Supplies	18,630.80	10,122.18	23,943.57	11,178.02	16,660.10	9,972.45	12,226.97	7,990.53
15	Office Supplies	882.68	106.25	1,323.90	1,081.24	2,080.01	2,108.61	1,073.59	1,817.06
16	Small Tools & Equip.	0.00	0.00	0.00	0.00	4,276.00	2,791.39	0.00	0.00
17	Mileage	0.00	7,688.80	7,671.72	6,998.18	7,732.55	6,807.03	5,535.20	5,781.25
18	Travel Subsistence	0.00	0.00	729.18	1.12	221.52	218.82	301.98	118.30
19	Telephone	374.57	785.95	1,057.98	716.59	777.49	928.27	923.88	959.98
20	Postage	820.00	295.48	518.16	297.37	173.64	1,161.41	174.69	0.00
21	Printing	335.80	140.60	1,538.61	0.00	0.00	93.45	25.53	0.00
22	Maint & Repair	927.00	0.00	0.00	927.00	150.00	150.00	927.00	0.00
23	Advertising	0.00	577.56	0.00	0.00	247.50	2,644.35	35.00	165.00
24	Laundry	0.00	29.00	44.00	123.00	0.00	71.01	120.47	0.00
25	Training	0.00	514.00	2,810.00	295.12	170.00	688.00	855.00	0.00
26	Rental of Copier	743.68	743.68	743.68	743.68	743.68	947.68	743.68	743.68
27	Rental of Post Meter	0.00	0.00	204.00	0.00	0.00	204.00	0.00	0.00
28	Ins & Bonding	3,607.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00
29	Dues, Subsc. & Pub.	300.00	388.95	701.28	29.97	269.46	510.00	1,197.61	2,817.37
EXPENSES		234,828.74	189,801.97	216,129.87	202,223.58	245,530.20	258,214.16	261,943.88	191,470.67
TOTAL		175,025.13	230,085.72	217,459.50	221,040.40	194,331.11	281,571.53	223,810.07	230,983.58
REVENUE		0.00	25,765.20	29,566.05	27,104.85	27,985.43	54,388.73	60,487.98	78,805.89
80	(101) COUNTY APPROP	132,796.39	85,313.96	82,090.23	32,980.62	75,436.18	46,355.55	73,482.66	43,793.59
82	(102) WCH FUND BAL	24,214.80	20,408.66	17,121.80	8,444.55	12,453.91	17,379.69	14,335.59	14,421.75
83	(102) PPC FUND BAL	6,104.97	9,001.83	0.00	289.06	0.00	367.71	0.00	0.00
OTHER SUB-TOTAL		163,116.16	114,724.45	99,212.03	41,714.23	87,890.09	64,102.95	87,798.25	58,205.34
88	(102) MCD - REGULAR	0.00	61,515.09	62,051.22	80,267.56	39,963.19	110,011.91	44,048.66	60,779.15
90	(103) MCR - REGULAR	2,743.07	19,937.09	17,095.72	62,300.10	26,262.11	44,547.16	19,071.87	22,076.47
91	(103) MCR - NIMO	3,685.08	3,172.14	2,348.88	0.00	1,128.70	311.99	3,633.61	0.00
92	(103) PRIVATE INS	2,021.22	1,571.25	3,016.31	4,011.96	4,445.10	4,978.08	3,594.60	5,736.54
93	(103) DIRECT FEES	3,459.60	3,400.50	4,169.29	5,641.70	6,656.49	3,230.71	5,195.10	5,380.19
EARNED SUB-TOTAL		11,908.97	89,596.07	88,681.42	152,221.32	78,455.59	163,079.85	75,543.84	93,972.35

8		ACTUAL	BUDGET	COUNTY BALANCE	YTD %
66.67%					
HEALTH DEPT SUMMARY					
SALARY & BENEFITS SUB-TOTAL		1,291,640.61	2,053,087.00	771,446.39	62.61%
2	Salary	987,042.66	1,559,431.00	572,388.34	63.30%
3	Call	21,377.89	45,640.00	24,262.11	46.84%
4	Longevity	22,577.40	24,183.00	1,605.60	93.36%
5	SS / FICA	75,515.78	122,989.00	47,473.22	61.40%
6	Retirement	70,423.78	112,121.00	41,697.22	62.81%
7	Health Insurance	114,703.10	198,723.00	84,019.90	57.72%
OPERATIONAL SUB-TOTAL		489,492.41	911,237.00	411,744.59	54.81%
10	Contracted Services	244,723.88	425,418.00	180,694.12	57.53%
11	Food & Provisions	200.49	350.00	149.51	57.28%
12	Program Supplies	16,774.64	36,089.00	19,294.36	48.51%
13	Pharmaceuticals	18,927.88	48,738.00	29,810.12	38.84%
14	HHCAP Med Supplies	110,724.62	192,808.00	82,083.38	57.43%
15	Office Supplies	10,433.34	11,572.00	1,138.66	90.16%
16	Small Tools & Equip.	7,067.39	14,743.00	7,675.61	47.94%
17	Mileage	48,214.73	104,245.00	56,030.27	48.25%
18	Travel Subsistence	1,581.92	4,882.00	3,290.08	32.61%
19	Telephone	6,524.71	10,686.00	4,160.29	61.08%
20	Postage	3,440.75	5,175.00	1,734.25	66.49%
21	Printing	2,233.99	3,113.00	879.01	71.76%
22	Maint & Repair	3,081.00	6,459.00	3,376.00	47.70%
23	Advertising	3,669.41	7,061.00	3,391.59	51.97%
24	Laundry	387.48	790.00	402.52	49.05%
25	Training	5,112.12	12,094.00	6,981.88	42.27%
26	Rental of Copier	6,153.44	9,000.00	2,846.56	68.37%
27	Rental of Post Meter	408.00	800.00	392.00	51.00%
28	Ins & Bonding	3,607.98	3,608.00	0.02	100.00%
29	Dues, Subsc. & Pub.	6,214.64	13,627.00	7,412.36	45.61%
TOTAL		1,791,133.92	2,974,324.00	1,183,190.98	60.22%

1,774,387.04	2,974,324.00	1,206,016.96	59.65%
304,084.13	607,757.00	303,672.87	50.03%
572,219.18	664,264.00	92,044.82	86.14%
128,780.75	156,906.00	28,125.25	82.08%
15,763.57	29,945.00	14,181.43	52.64%
716,783.57	851,115.00	134,331.50	84.21%
458,636.78	939,800.00	491,163.22	48.80%
214,033.59	447,500.00	233,466.41	47.83%
14,280.40	35,000.00	20,719.60	40.80%
29,375.06	28,675.00	-700.06	102.44%
37,133.58	64,477.00	27,343.42	57.59%
753,459.41	1,515,482.00	761,992.59	49.72%



### Caswell County Health Department Proposed Budget

	1 FY 14-15 Budget	2 FY 15-16 Draft #1	3 FY 15-16 Draft #2	Change Between 1 & 3
<b>REVENUE</b>				
<b>TOTAL STATE GRANTS</b>	607,757	585,005	585,005	-22,752
Medicaid	939,800	657,818	667,918	-271,882
Medicare	447,500	340,000	338,292	-109,208
MCR-HMO	35,000	25,000	25,000	-10,000
Private Ins.	28,675	39,058	43,500	14,825
Direct Fees	64,477	54,770	51,754	-12,723
County Tax Appropriation	664,264	907,030	1,020,400	356,136
WCH Fund Balance	156,906	136,599	136,599	-20,307
HH Fund Balance	0	113,944	63,944	63,944
PC Fund Balance	29,945	21,497	21,497	-8,448
TB Fund Balance	0	4,187	4,187	4,187
<b>TOTAL NON-STATE REVENUE</b>	2,366,567	2,299,903	2,373,091	6,524
<b>GRAND TOTAL REVENUE</b>	2,974,324	2,884,908	2,958,096	-16,228
<b>EXPENSES</b>				
Board Salary & Expenses (120)	0	4,800	4,800	4,800
Salaries (121)	1,559,431	1,512,911	1,638,146	78,715
On Call (122)	45,640	39,997	39,997	-5,643
Longevity (127)	24,183	21,235	21,236	-2,947
SS/FICA (181)	122,989	120,736	131,019	8,030
Retirement (182)	112,121	102,245	111,213	-908
Health Ins. (183)	198,723	201,250	212,429	13,706
Other	0	4,000	13,200	13,200
<b>TOTAL SALARY &amp; BENEFITS</b>	2,064,087	2,007,174	2,172,040	107,953
Contracted Services (199)	425,418	330,175	329,434	-95,984
Food & Provisions (220)	350	350	350	0
Program Supplies (230)	36,069	43,209	44,166	8,097
Pharmaceuticals (238)	48,738	46,474	49,724	986
HH/CAP Medical Supplies (239)	192,808	100,000	100,945	-91,863
Office Supplies (260)	11,572	7,600	11,246	-326
Small Tools/Equipment (295)	14,743	9,450	7,950	-6,793
Travel Mileage (311)	104,245	76,811	77,916	-26,329
Travel Subsistence (312)	4,882	3,500	3,650	-1,232
Telephone (321)	10,685	11,100	11,100	415
Postage (325)	5,175	5,015	5,075	-100
Printing (340)	3,113	3,600	3,600	487
Maintenance & Repair (352)	6,459	5,950	6,150	-309
Advertising (370)	7,061	6,250	6,250	-811
Laundry & Dry Cleaning (392)	790	725	725	-65
Training/Employee Ed. Exp. (395)	12,094	11,200	11,450	-644
Rental of Copier (431)	9,000	10,000	10,000	1,000
Rental of Postage Meter (432)	800	0	0	-800
Insurance & Bonding (450)	3,608	4,000	4,000	392
Dues & Subscriptions (491)	13,627	12,325	12,325	-1,302
Capital Outlay (550)	0	190,000	90,000	90,000
<b>TOT. OPERATING EXPENSES</b>	910,237	877,734	706,056	-124,181
<b>GRAND TOTAL</b>	2,974,324	2,884,908	2,958,096	-16,228

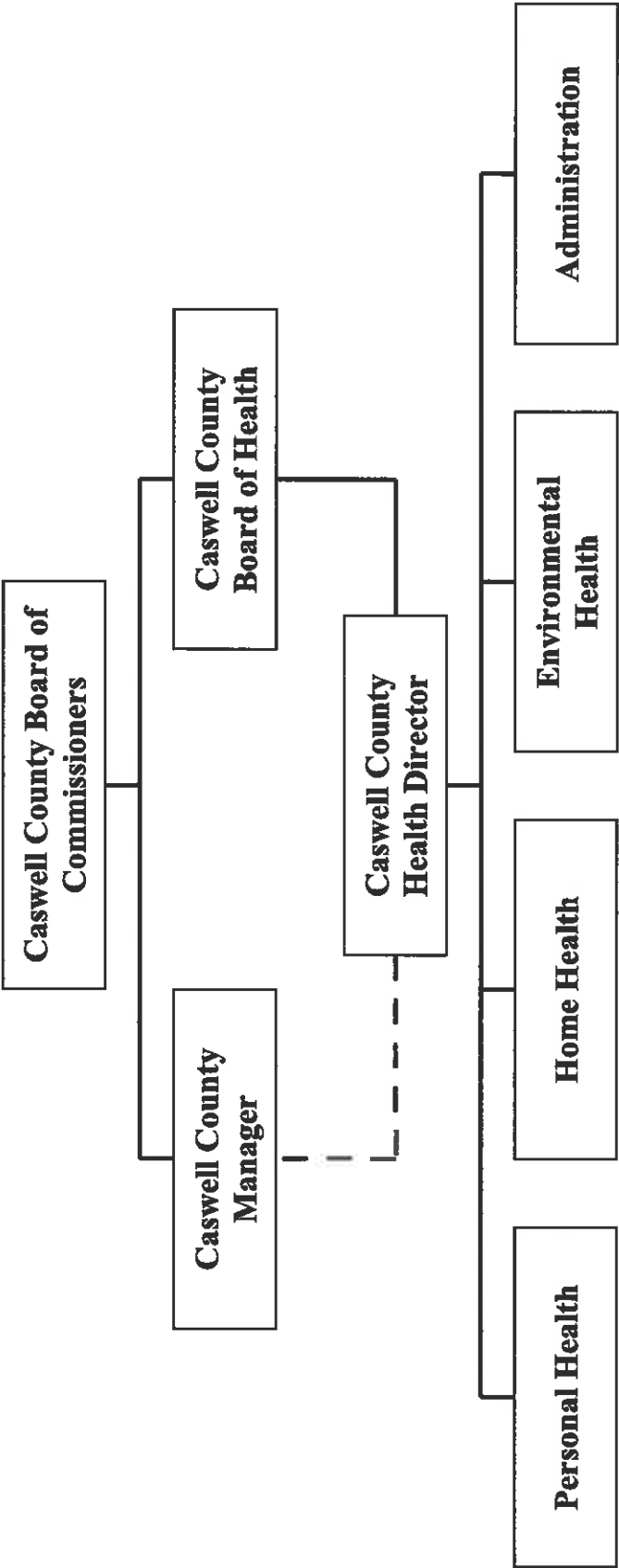
Figures highlighted in yellow indicate a change from the previous version of the budget.

Column #1 Current budget for FY 14-15

Column #2 Draft #1: First Rough Draft

Column #3 Draft #2: Changes based on BOH Input on 3/3/2015 Meeting

# Caswell County Health Department Organizational Chart



*Frederick E. Moore MD*      03/22/2015  
 Approved      Date

# Caswell County Board of Health

Title: Public Health Physician II  
Position: PHP2-1 FTE: 1.00  
State/County Grade: 5/36  
Emp: Frederick Moore

## Personal Health

Title: Physician Extender II  
Position: FTE: 1.00  
State/County Grade:  
Emp: Patty Smith-Overman, FNP

Title: Public Health Nurse III  
Position: FTE: 1.00  
State/County Grade:  
Emp: Denise Wilkins, RN

Title: Public Health Nurse III  
Position: FTE: 1.00  
State/County Grade:  
Emp: Susan Cox, RN

Title: Public Health Nurse III  
Position: FTE: 1.00  
State/County Grade:  
Emp: Carol Dodson, RN

## Home Health

Title: Quality Assurance Specialist  
Position: FTE: 0.70  
State/County Grade:  
Emp: Jennifer Eastwood, MPH

Title: Health Educator I  
Position: FTE: 1.00  
State/County Grade:  
Emp: Marcy Williams, MPH

Title: Public Health Nurse II  
Position: FTE: 1.00  
State/County Grade:  
Emp: Pam Powell, RN

Title: Medical Office Assistant  
Position: FTE: 1.00  
State/County Grade:  
Emp: Diana Norton, CNA

## Environmental Health

Title: Nutritionist II  
Position: FTE: 1.00  
State/County Grade:  
Emp: Beth Jones, RD

Title: Processing Assistant III  
Position: FTE: 1.00  
State/County Grade:  
Emp: Anna Martinez

Title: Comm. Hlth Assistant (BEPC)  
Position: FTE: 0.40  
State/County Grade:  
Emp: Alex Rimmer

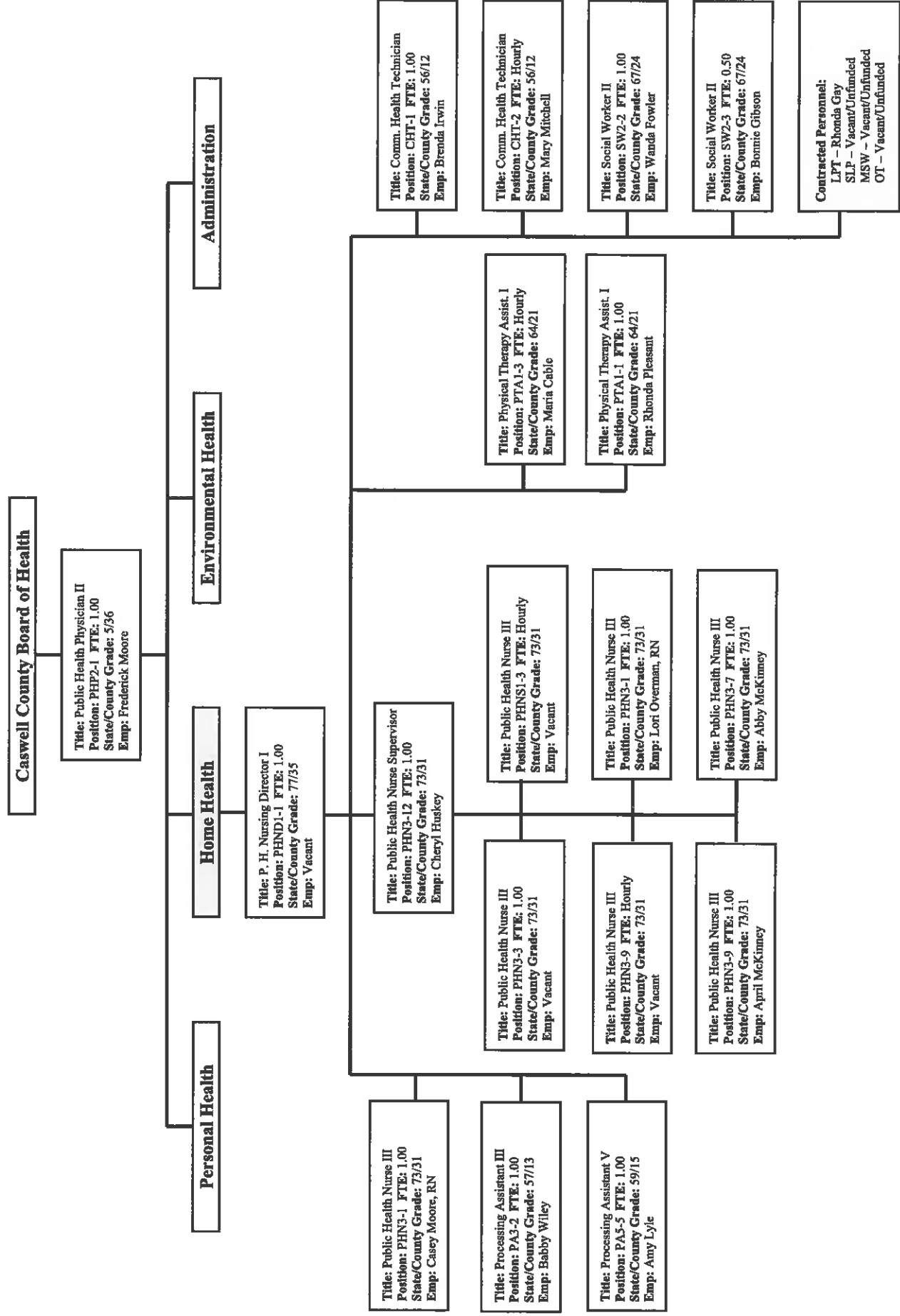
Title: Physician Extender I  
Position: FTE: 0.60  
State/County Grade:  
Emp: Wendy Fields, FNP

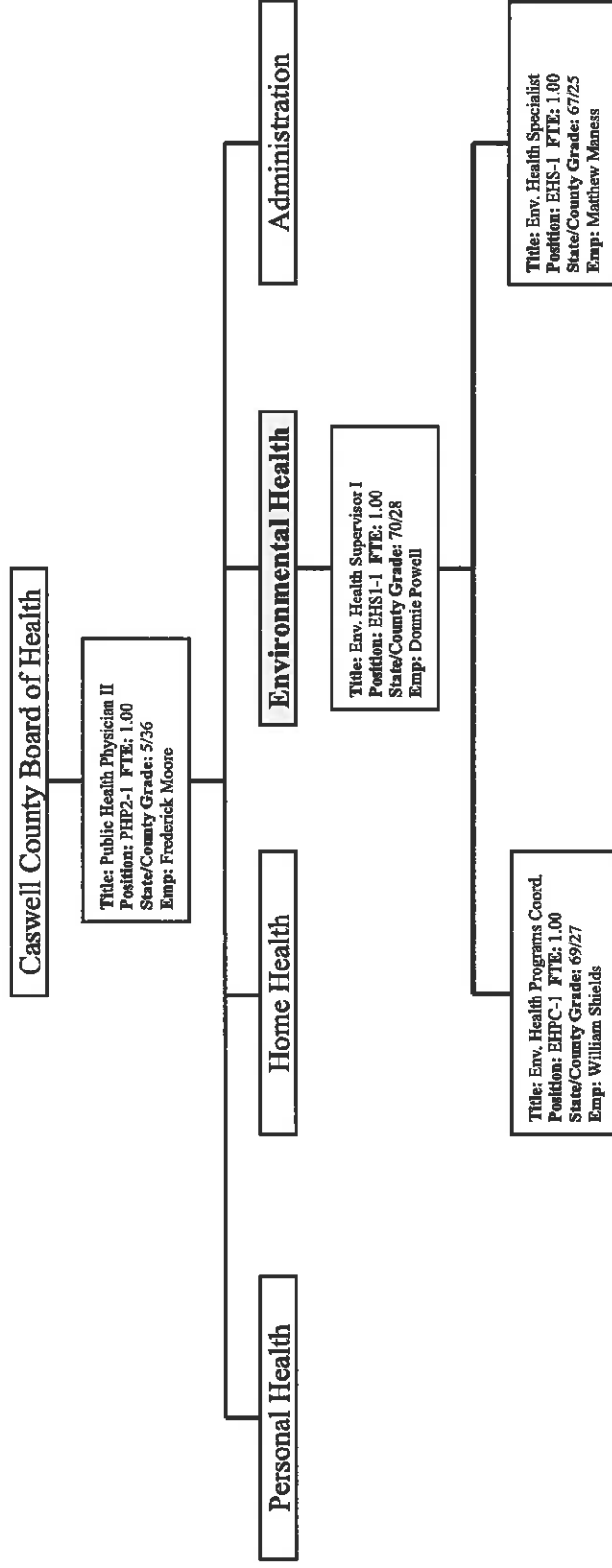
Title: Physician Extender I  
Position: FTE: Hourly  
State/County Grade:  
Emp: Robin Motley, FNP

## Administration

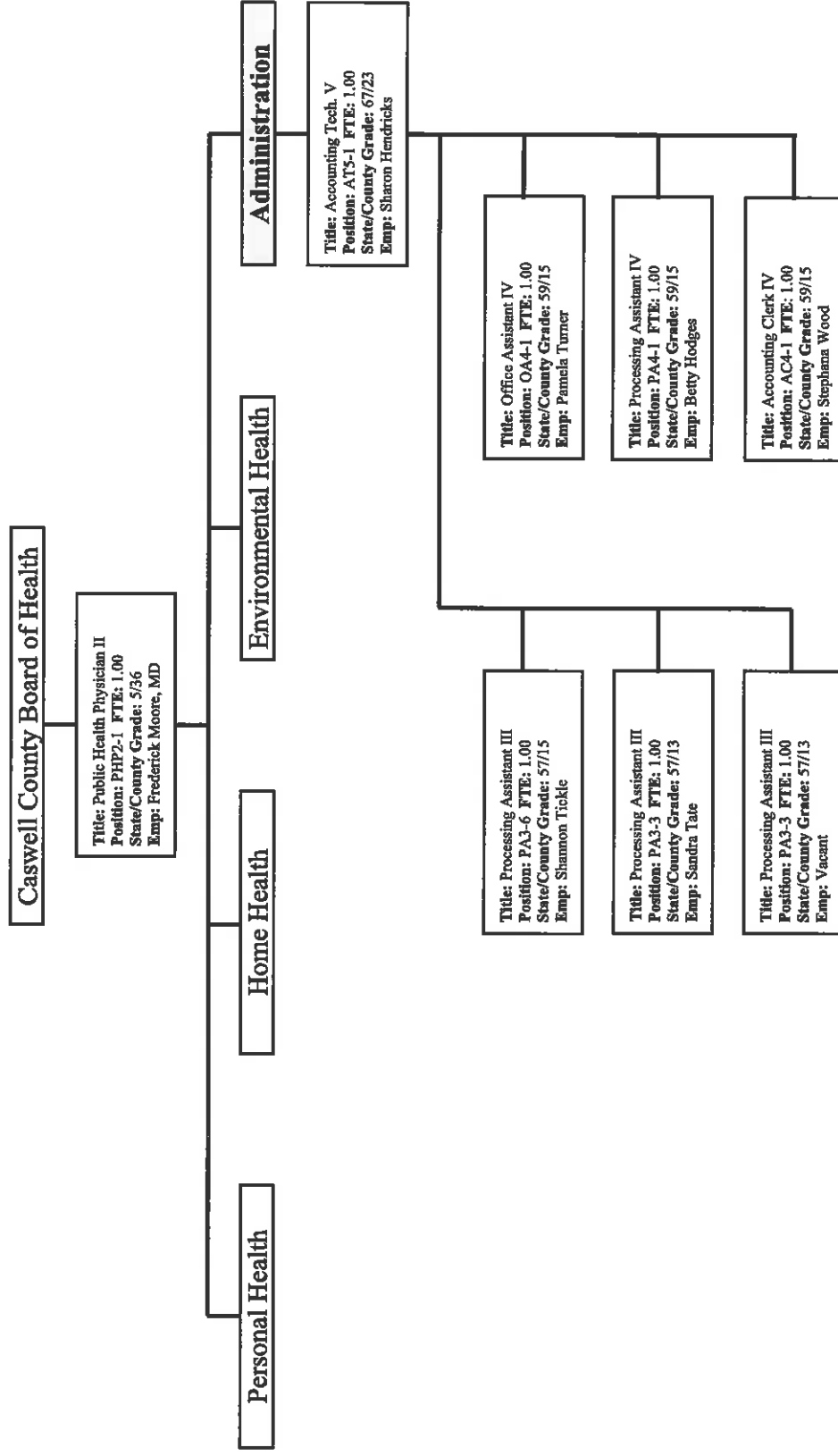
Title: Social Worker II  
Position: FTE: 1.00  
State/County Grade:  
Emp: Shaumette Wilson

Title: Social Worker II  
Position: FTE: 1.00  
State/County Grade:  
Emp: Cynthia Morris

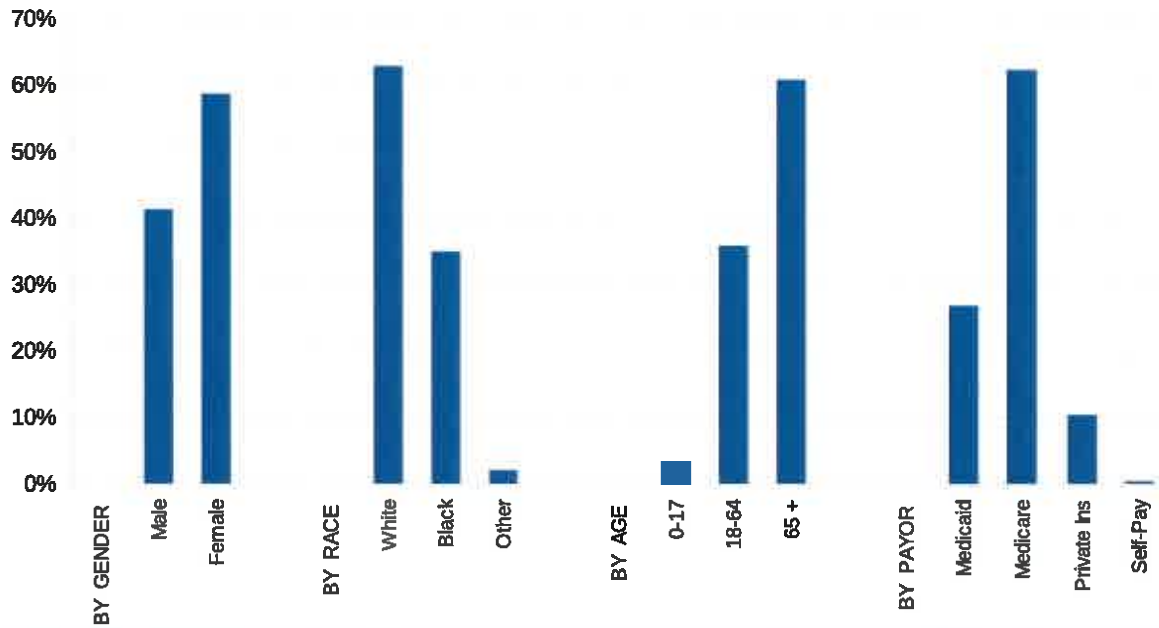




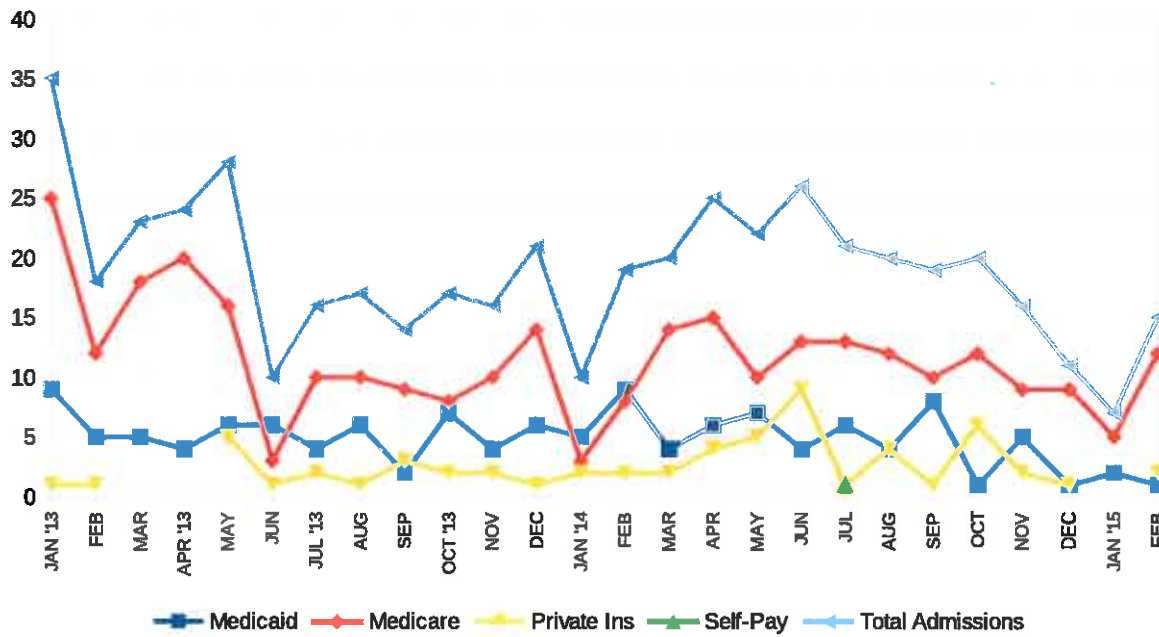


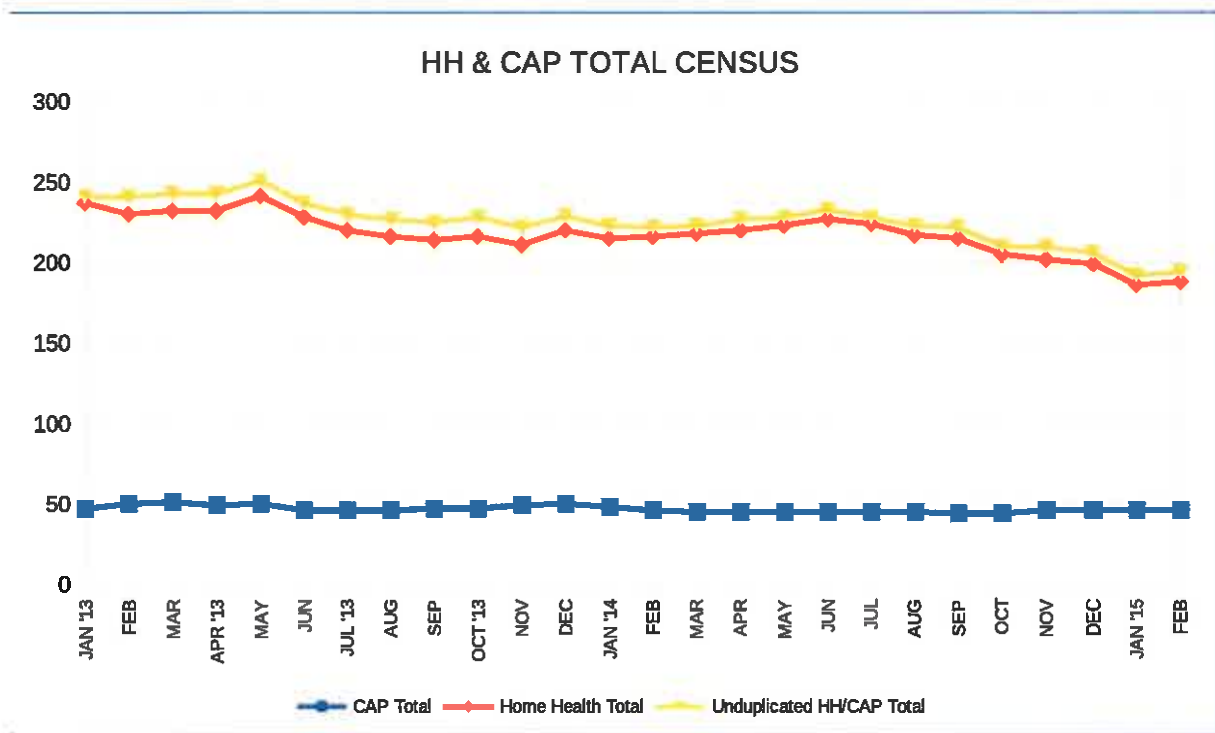
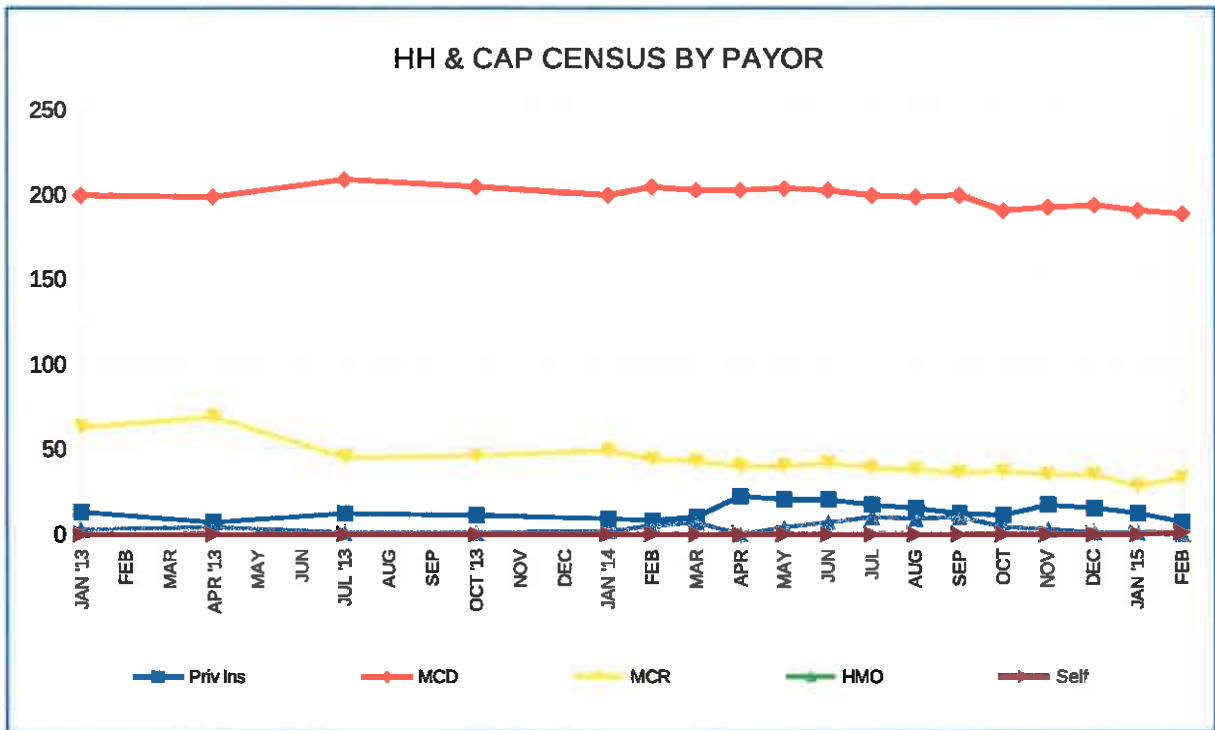


### Admission Demographics

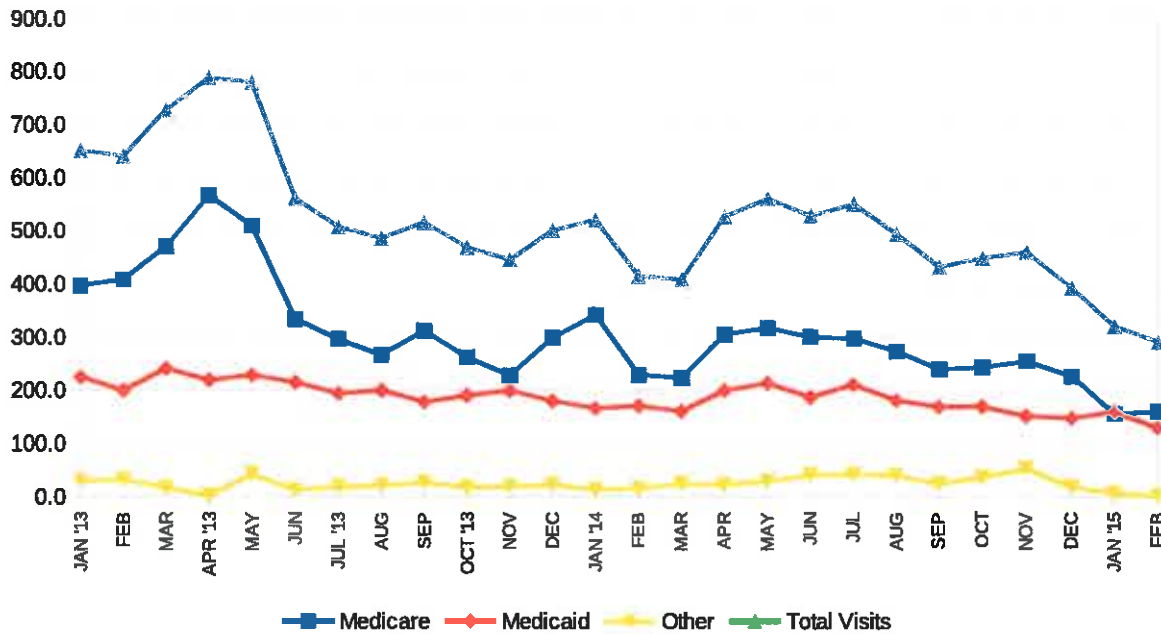


### ADMISSIONS BY PAYOR

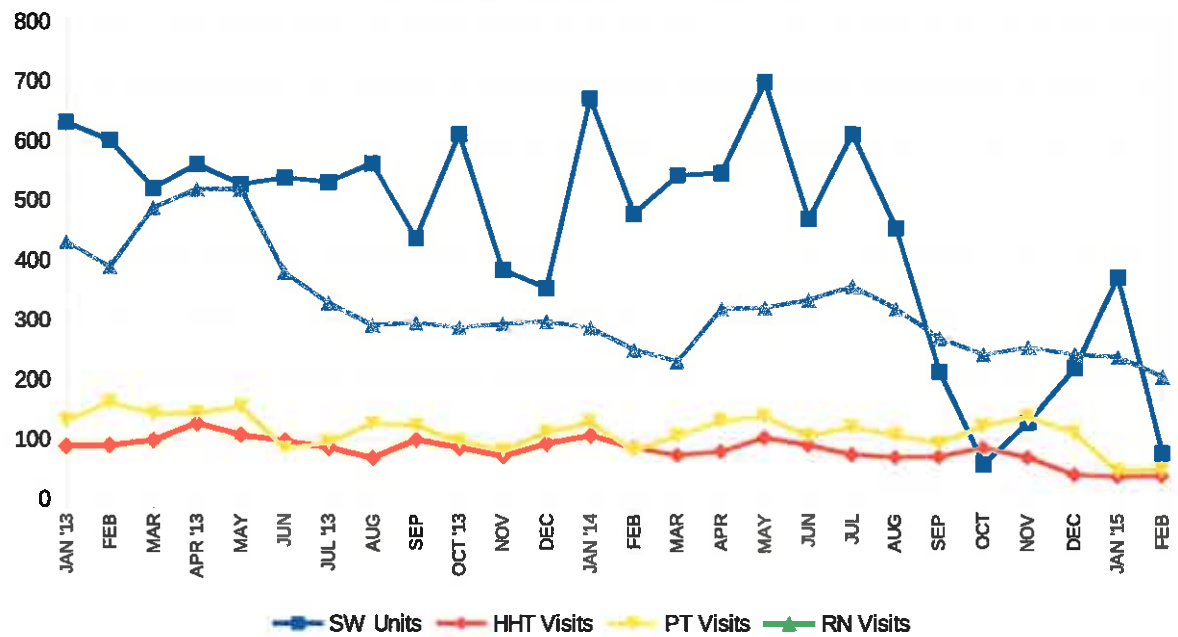




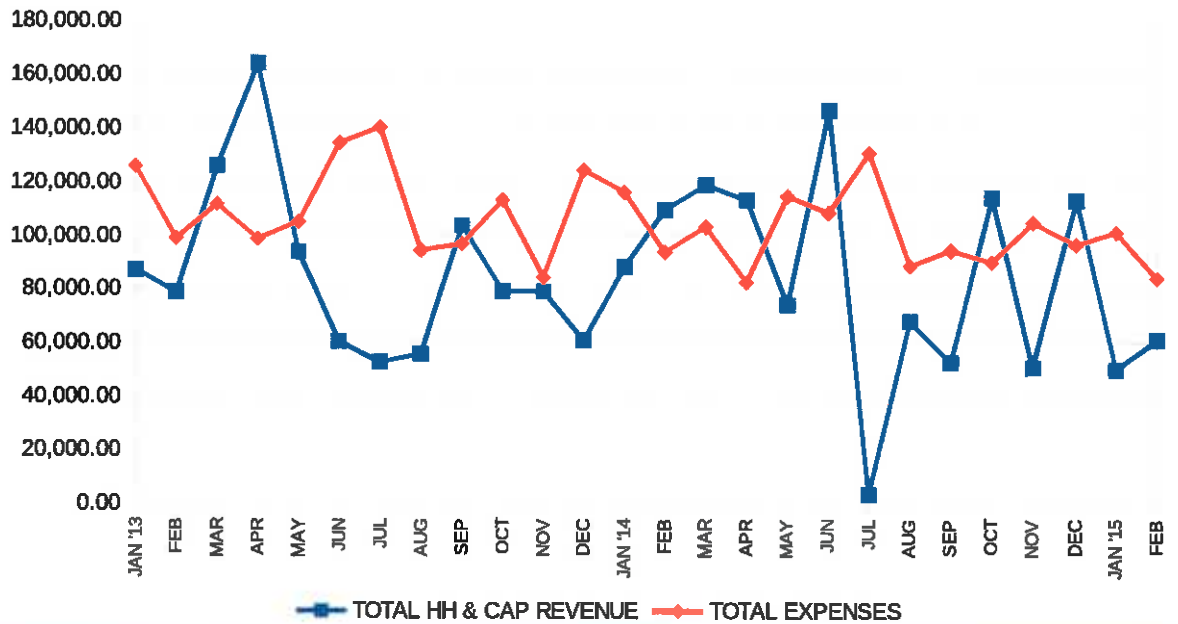
### HH VISITS BY PAYOR



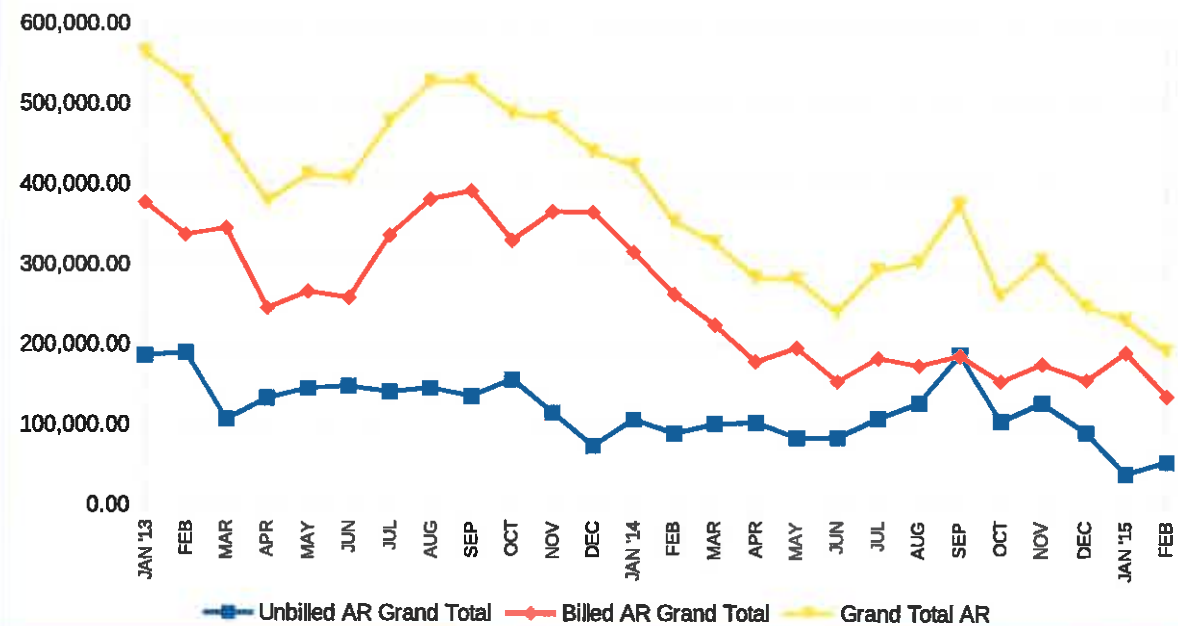
### VISITS/UNITS BY DISCIPLINE



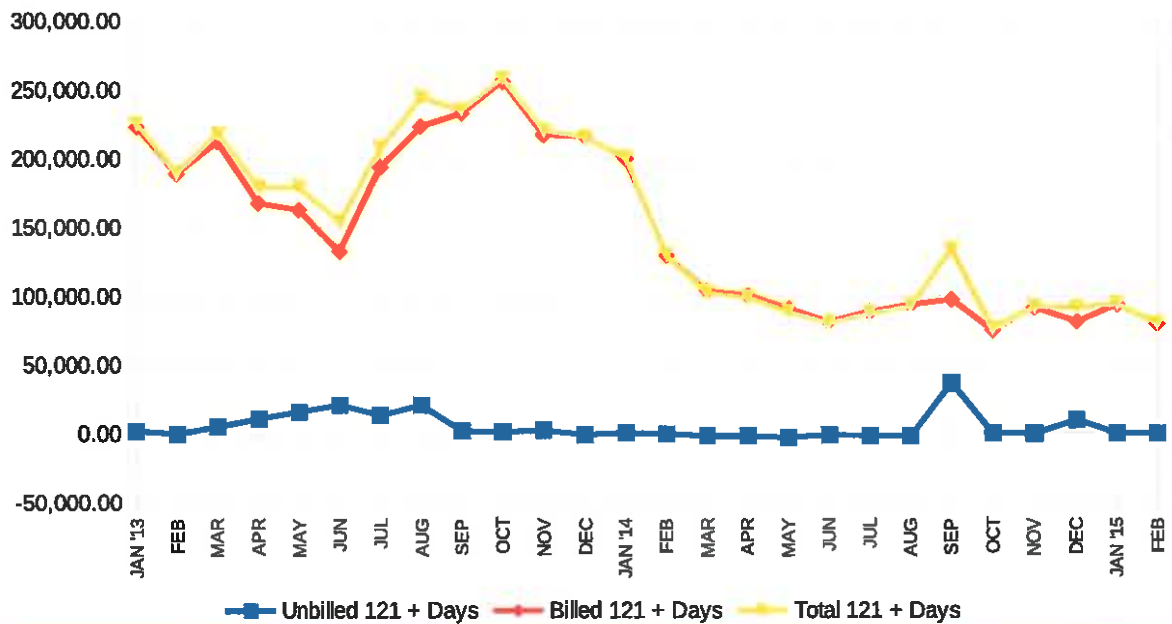
### HH & CAP REVENUE vs EXPENSES



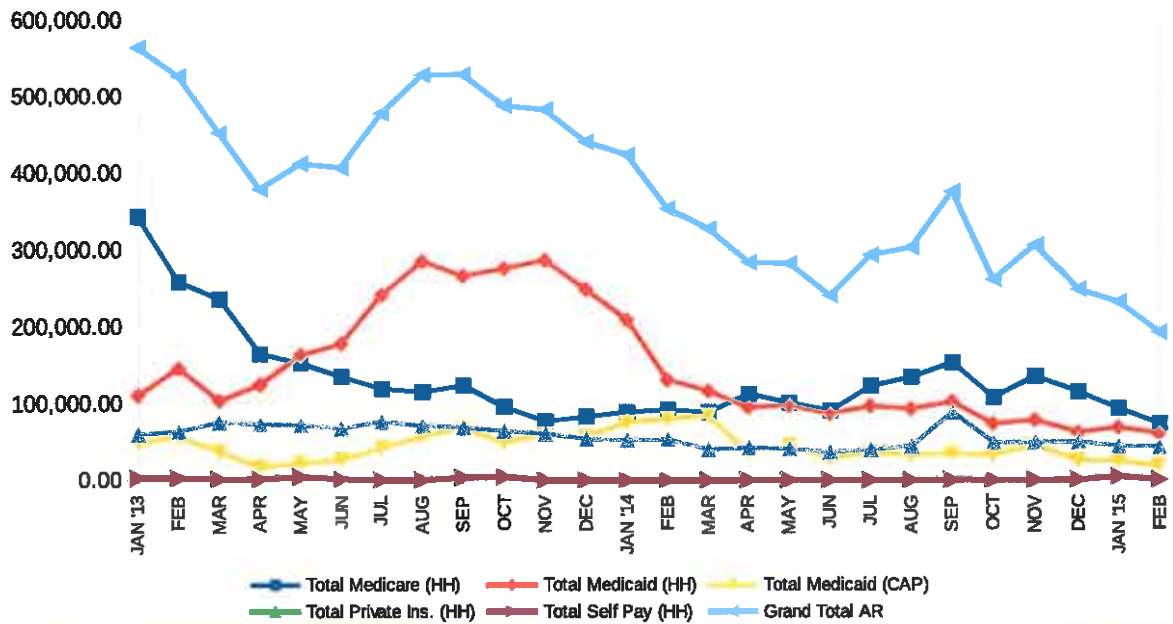
### HH & CAP ACCOUNTS RECEIVABLE



### HH & CAP AR > 120 DAYS



### HH & CAP AR BY PAYOR



# Caswell County Health Department Clinic Counts By Zip Code And Month

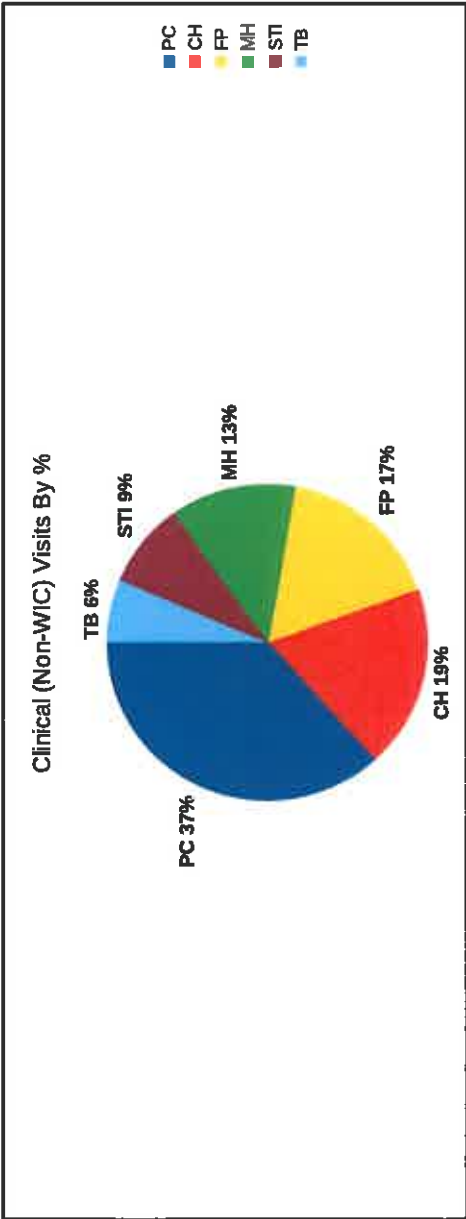
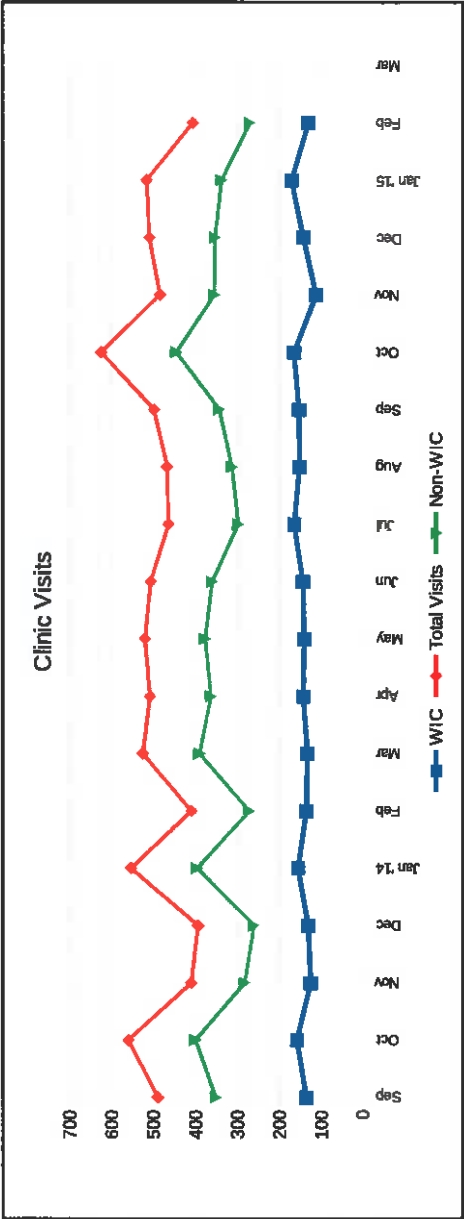
Area	Zip	Sep	Oct	Nov	Dec	Jan '14	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan '15	Feb	Mar	Total	%
Madison	27025													1							1	0.01%
Alamance	27201					1															2	0.01%
Ashboro	27203																				3	0.02%
Ashboro	27204																				1	0.01%
Ashboro	27205																				1	0.01%
Blanch	27212	30	37	32	23	32	21	24	28	22	23	30	25	20	43	28	42	36	22		944	5.13%
Bonlee	27213	1																			1	0.01%
Brown Summit	27214					2						1	3			2	2		1		14	0.08%
Burlington	27215	2		1	1			1	2	2	1					1	1	2	3		50	0.27%
Burlington	27216																				3	0.02%
Anderson	27217	22	30	24	17	23	23	20	20	21	12	15	12	9	19	16	8	20	12		676	3.67%
Bynum	27228																				1	0.01%
Cedar Falls	27230				1							1									3	0.02%
Cedar Grove	27231															3		1	1		7	0.04%
Denton	27239			1																	2	0.01%
Eagle Springs	27242				1																4	0.02%
Elon	27244	11	14	10	6	6	8	13	13	10	15	17	6	5	16	10	3	15	6		464	2.52%
Ether	27247																				1	0.01%
Gibsonville	27249	13	15	9	6	19	5	21	15	16	9	11	13	12	13	9	7	16	8		460	2.50%
Graham	27253	1				2		1	2	2	1		1	2		1		1	2		26	0.14%
Haw River	27258								1			1	1								4	0.02%
Hillsborough	27278																				1	0.01%
Eden	27288		1	1			2										1				6	0.03%
Leasburg	27291	27	32	14	13	24	14	14		12	8	11	15	16	14	12	7	7	10		589	3.25%
Lexington	27292								1												1	0.01%
Lexington	27294																		1		1	0.01%
Linwood, NC	27299																				2	0.01%
McLeansville	27301			2			1														5	0.03%
Mebane	27302	17	12	7	11	13	7	8	15	11	11	9	11	16	11	8	10	9	8		371	2.01%
Milton	27305	57	44	37	39	40	27	41	35	43	37	37	32	34	39	37	37	38	38		1385	7.52%
Mt. Gilead	27308	1																1			2	0.01%
Oak Ridge	27310																				1	0.01%
Pelham	27311	64	76	76	77	72	70	66	67	86	83	56	93	81	78	101	94	92	72		2781	15.10%
Pittsboro	27312					1			1												6	0.03%
Prospect Hill	27314	7	3	2	7	7	7	7	4	4	5	3	7	6	7	1	3	3	5		212	1.15%
Providence	27315	31	55	43	38	51	29	40	31	46	36	34	35	43	38	31	36	32	30		1383	7.40%
Randleman	27317												1								4	0.02%
Reidsville	27320	26	33	21	30	29	24	35	27	31	26	29	34	39	31	17	31	33	19		1072	5.82%
Reidsville	27323												1					1			2	0.01%
Robbins	27325																				1	0.01%
Ruffin	27326	23	24	26	14	27	21	20	22	22	16	15	18	18	25	16	30	17	14		778	4.23%
Sanford	27330										1										1	0.01%
Sedalla	27342				2																3	0.02%
Semora	27343	12	12	8	8	6	7	2	3	6	10	7	12	11	12	8	9	3	6		282	1.53%
Snow Camp	27349			1												1					6	0.03%
Summerfield	27358																				1	0.01%
Thomasville	27360								1												1	0.01%
Trinity	27370									1									1		2	0.01%
Troy	27371											1									1	0.01%
Wallburg	27373																1		1		2	0.01%
Welcome	27374						1			2											5	0.03%
Wentworth	27375				1														1		3	0.02%
Seven Lakes	27376																	1			1	0.01%
Whitsett	27377		1									1			4						7	0.04%
Yanceyville	27379	196	214	142	139	182	131	199	194	166	181	168	140	178	254	181	176	167	126		6337	34.41%
Greensboro	27401																				1	0.01%
Greensboro	27403	1		1	1	1															11	0.06%
Greensboro	27405			2									1			1					7	0.04%
Greensboro	27406								1		1	1			1			1			8	0.04%
Greensboro	27407		3			1															11	0.06%
Greensboro	27410					1							1						1		3	0.02%
Greensboro	27455		1						1			1									7	0.04%
Chapel Hill	27514		1			1									1						3	0.02%
Chapel Hill	27516						1														1	0.01%
Hurdle Mills	27541							1				1						1	1		4	0.02%
Rougemont	27572																				1	0.01%
Roxboro	27573	2	1								1		1		1	1					21	0.11%
Roxboro	27574		2		1	1			2	2		1	2	1	2		1	2			25	0.14%
Smithfield	27577											1									1	0.01%
Timberlake	27583																1				1	0.01%
Wake Forest	27588														1						1	0.01%
Raleigh	27616						1		2												3	0.02%
Raleigh	27620																				3	0.02%
Durham	27703																		1		1	0.01%
Durham	27707														1			1			2	0.01%
Durham	27711																				1	0.01%
Durham	27712																				3	0.02%
Camden	27921																				1	0.01%
Shawboro	27973																1				1	0.01%
Shelby	28162																				1	0.01%
Out Of State	****	5	11	6	5	5	8	7	2	9	6	7	3	4	8	5	5	11	7		250	1.41%
Unknown		4	3		2	7	6	4		7	23	7	1		8	4	6	6	11		119	0.65%
<b>Total</b>		<b>553</b>	<b>625</b>	<b>465</b>	<b>444</b>	<b>554</b>	<b>414</b>	<b>524</b>	<b>510</b>	<b>521</b>	<b>506</b>	<b>466</b>	<b>469</b>	<b>497</b>	<b>626</b>	<b>494</b>	<b>512</b>	<b>517</b>	<b>408</b>		<b>18,414</b>	<b>100.00%</b>

94% Of Visits Come From The 12 Caswell County Zip Codes That Are Highlighted Above



Caswell County Health Dept Clinic Counts By Program And Month

Area	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	%
PC	90	133	78	72	154	95	162	152	171	136	122	123	146	211	168	169	186	133		4187	25%
CH			89	85	59	56	81	43	63	42	43	65	76	96	72	65	45	30		2130	12%
FP	47	57	60	48	60	37	47	61	55	66	45	44	45	55	56	61	58	46		1917	11%
MH	50	69	44	48	51	40	41	48	35	43	47	38	30	19	29	25	23	18		1429	8%
STI	40	30	32	22	26	30	30	26	32	26	24	18	22	42	16	29	26	20		993	6%
TB		4	13	4	1	11	18	27	24	16	36	13	22	20	24	6	22	26		739	4%
WIC	137	159	127	132	156	137	134	144	142	145	165	153	154	166	114	144	172	132		5345	31%
Unknown	34	15	8	16	15	11	22	12	27	12	3	5	6	12	14	11	5	3		321	2%
Total Visits	491	561	412	395	554	411	526	509	521	507	465	468	499	625	485	510	517	408		17,081	
Non-WIC	354	402	285	263	398	274	392	365	379	362	300	315	345	447	357	355	340	273		11395	



On 3/20/2015 6:27 PM, Moore, Jill wrote:

Hi Fred,

I'm sorry I didn't respond. The question this raises for me is, would such a rule be within your board's rule-making authority? It's a tough question that I can't answer for you--your board would need to gather a lot of information and deliberate about it--but I can at least identify the relevant questions for you. To put my questions in context, you may find it helpful to review this FAQ on the limitations to BOH rule-making authority: <http://www.sog.unc.edu/node/3646>.

Before adopting a rule requiring all public restrooms in all public buildings to be open to the public during normal working hours, your board would need to start by considering two multi-part questions.

1. Is the rule within the board of health's rule-making authority? There are five subparts to this question which you can read more about in the FAQ linked above. The subparts I would highlight for your particular situation are:
  - The requirement that it be related to the protection or promotion of public health. This may seem obvious, but you can't rely on that. Your board should be prepared to make the case--to connect the dots between the public health problem and this solution.
  - The requirement that the rule be reasonable in light of the health risk it addresses. This basically requires the board to balance the burden of regulation against the health risk you're trying to mitigate. As part of this balancing, the board should consider whether the tool it is proposing is the right tool for the task.

2. If the board concludes the answer to the first question is yes, the rule is within its authority, then the board must investigate whether its authority to act in this area has been nevertheless preempted by other laws. The core inquiry is whether there is already a comprehensive regulatory scheme for this issue. This is a multi-part investigation that would require looking at any and all state laws that address restrooms in buildings that are open to the public. It would include the public health laws that require businesses and places of public assembly to provide for wastewater management, but I don't think it would stop there. I think you would also need to look at building codes, and you would also need to take into account anything that may allow someone who's responsible for a public building to determine which parts of the building the public may enter.

I hope this is at least somewhat helpful. I apologize for not responding sooner.

Jill

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On 2/22/2015 6:27 PM, Moore, Fred wrote:

Would this issue be looked at any differently from a public health perspective if it were couched in terms of a rule requiring all public restrooms in public buildings be open to the public during normal working hours? The polling place issue would then become just a small part of a bigger issue. Thanks for your help.

Frederick E. Moore, MD  
Caswell County Health Department  
PO Box 1238  
Yanceyville, NC 27379  
336-694-4129 x157

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On 2/19/2015 3:37 PM, Moore, Jill D wrote:

Fred,

I don't think the straw you're reaching for applies to most voters. The state statute refers to a federal law, the Voting Accessibility for the Elderly and Handicapped Act (P.L. 98-435). I am not the SOG's elections law specialist, but my informed-layperson's understanding of that law is that its purpose is to ensure access to voting places by people who meet the law's definition of "handicapped," which means having a temporary or permanent physical disability. The state law requires accommodations for a person who is disabled, which is defined as meeting the federal law's definition of "handicapped."

You can never be sure you know for certain what a law means if you haven't researched the case law, and I haven't, but the plain language of the law doesn't support a conclusion that the law creates a duty for a local board of elections to provide access to restroom facilities for non-disabled voters.

As for the letter or resolution, it would be within the legal authority of the board of health to express its opinion about the

situation, but I can't answer the question of whether it would be considered proper in your county.

Regards,  
Jill

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-----Original Message-----

From: Frederick E. Moore, MD [<mailto:fmoore@caswellinc.us>]  
Sent: Wednesday, February 18, 2015 10:14 PM  
To: Moore, Jill D  
Subject: Re: Question from Caswell Board of Health

I was wondering what you thought of the following:

§ 163-131. Accessible polling places.

(a) The State Board of Elections shall promulgate rules to assure that any disabled or elderly voter assigned to an inaccessible polling place, upon advance request of such voter, will be assigned to an accessible polling place. Such rules should allow the request to be made in advance of the day of the election.

(b) Words in this section have the meanings prescribed by P.L. 98-435, except that the term "disabled" in this section has the same meaning as "handicapped" in P.L. 98-435.

While it still gives the authority to regulate polling places to the BOE, could access to a restroom fall under the "accessibility" responsibilities of the BOE? Just grasping at "straws".

Another thought I had was for the BOH to pass a resolution or send a letter to the BOE expressing their concerns about the health consequences of this "no restroom" policy. Whether it does anything or not, is such a letter within the scope of practice of a BOH or is one board meddling with another board not considered to be proper?

Frederick E. Moore, MD  
Caswell County Health Department  
PO Box 1238  
Yanceyville, NC 27379  
336-694-4129 x157

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On 2/18/2015 2:49 PM, Moore, Jill D wrote:

Fred,  
Thank you for your patience while I've done some research.

I don't think the board of health is the appropriate entity to address this issue. It appears to me that the board of elections has some legal authority in this matter and that would seem the logical place to start.

There is a state statute that authorizes the board of elections to demand and use any school; State, county, or municipal building; or other building that is wholly or partly maintained or supported by tax revenues. G.S. 163-129. The statute specifically authorizes the board of elections to require the person in control of such a building to provide parking. While the statute doesn't specifically address restroom facilities, I believe it could reasonably be interpreted to permit the board of elections to require the property controller to provide access to restrooms as well.

In addition to the statute, there is an Attorney General advisory opinion that specifically addresses a county board of election's authority to demand and use part of a public facility as a voting place. It concludes that the board of elections and the building operator must cooperate to make parts of the building and parking facilities available, while avoiding disruption of the essential functions of the facility. In other words, it tells the board of elections and the operators of properties that are subject to the statute that they need to work it out, taking into account each other's needs. The AG advisory opinion is available at <http://www.ncdoj.gov/About-DOJ/Legal-Services/Legal-Opinions/Opinions/Authority-to-Demand-and-Use-Part-of-Public-Facilit.aspx>.

I hope this is helpful. Thanks again for your patience.

Jill D. Moore  
Associate Professor of Public Law & Government School of Government  
UNC-Chapel Hill  
919.966.4442

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Subject: Question from Caswell Board of Health  
Date: Thu, 05 Feb 2015 15:51:22 -0500  
From: Fred Moore <[fmoore@caswellinc.us](mailto:fmoore@caswellinc.us)>  
To: Moore, Jill D <[moore@sog.unc.edu](mailto:moore@sog.unc.edu)>

I am hoping you can give my BOH some guidance on the following issue. The primary question they are asking is if this is an issue that was appropriate for the BOH to address or is it better addressed in another forum.

During the election last November several Caswell County polling places locked the doors of their restrooms so the public could not access them and there were several instances where a voter had to leave the line and seek "relief" elsewhere. Apparently the local Board of Elections felt like they either could not or did not want to require the sites to allow access to a restroom.

Lack of restroom access was thought to be a barrier to voting but also has the potential of creating a mess if the voter does not leave the line. Many of our polling places are in very rural settings so there are not nearby options at most locations.

The Board of Commissioner who is on the Board of Health tried to get a resolution passed by the local Board of Commissioners but the resolution failed. This same member was at a state wide Board of Commissioner meeting recently and brought up this matter and was told by several of his fellow attendees that this sounded like a Public Health issue and should be addressed by the local Board of Health.

My Board of Health felt like this was a matter of common courtesy and thought it was ridiculous to lock the restroom door but would like your opinion if this issue really was a Public Health matter that was appropriate for the BOH or was it better addressed elsewhere.

Thanks for your help.



Published on School of Government (<http://www.sog.unc.edu>)

## Local Boards of Health: Question 11

### 11. May a board of health adopt a rule on any matter it deems important?

No. There are several limitations to a board of health's rule-making authority. First, a board of health's rule-making authority is specifically linked to its duty to protect and promote the public health. Therefore, the board does not have the authority to act on matters that are unrelated to health. This is reflected in a five-part test that a board of health rule must satisfy in order to be valid, as enunciated by the North Carolina Court of Appeals. A board of health rule must:

1. be related to the promotion or protection of health,
2. be reasonable in light of the health risk addressed,
3. not violate any law or constitutional provision,
4. not be discriminatory, and
5. not make any distinctions based on policy concerns traditionally reserved for legislative bodies.[1]

State statutes impose additional limitations to board of health rule-making authority:

- A board of health may not adopt rules concerning the issuing of grades and permits to food and lodging facilities.[2]
- A board may issue its own regulations regarding on-site wastewater management only with the approval of the NC Department of Health and Human Services, which must find that the proposed rules are at least as stringent as state rules and are necessary and sufficient to safeguard the public health.[3]
- A board of health rule regulating smoking in public places must abide by statutory restrictions on this authority and must be approved by the applicable board(s) of county commissioners.[4]

Finally, if a board of health adopts a rule that addresses an issue that is already addressed by a state law, it is possible that the board of health rule will be preempted (overridden) by the state law. The North Carolina Supreme Court has held that a local board of health rule *may* be preempted by state law if the state has already provided "a complete and integrated regulatory scheme" in the area addressed by the local rule.[5] However, the state law that gives boards of health their rule-making authority specifically allows a local board of health to adopt rules that are more stringent than state rules if the local board determines that a more stringent rule is necessary to protect the public health.[6] The Supreme Court's decision does not preclude this, but it means that a board of health that wishes to adopt a local rule that exceeds statewide standards must provide a rationale for doing so. To do this, the board likely needs to be able to demonstrate that conditions in the board's jurisdiction are different from the rest of the state in a way that warrants the higher standards.

[1] City of Roanoke Rapids v. Peedin, 124 N.C. App. 578 (1996).

[2] G.S. 130A-39(b)

[3] G.S. 130A-39(b); 130A-335(c)

[4] G.S. 130A-498.

[5] Craig v. County of Chatham, 356 N.C. 40 (2002). This limitation is sometimes referred to as "Implied preemption," or preemption that is based on the existence of a comprehensive higher law. In comparison, the limitation imposed by the statute prohibiting local boards of health from adopting rules regarding the operation or permitting of restaurants is an example of "express preemption."

[6] G.S. 130A-39(b).

Knapp-Sanders Building

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Source URL: <http://www.sog.unc.edu/node/3646>

		New Constr Auth & Op Permit (Type I & II)	New Constr Auth & Op Permit (Type III)	New Constr Auth & Op Permit (Type IV)	New Constr Auth & Op Permit (Type V)	Insp of Existing OSWW Treat Sys (Type I & II Addition)	Insp of Existing OSWW Treat Sys (Type I & II Change Out)	Insp of Existing OSWW Treat Sys (5 yr Type IIIb Insp)	Insp of Existing OSWW Treat Sys (3 yr Type IV Insp)	Insp of Existing OSWW Treat Sys (Ann Type V Insp)	Restaurant Plan Review	Tattoo Artist Permit Annual Fee	Temporary Food Stand	Insp Permit / Site Eval (<600 gpd & <4 bedrooms)	Insp Permit / Site Eval for each additional bedroom >3	Insp Permit / Site Eval (>600 & <3000 gpd)	Inpr Permit / Site Eval (>3000 gpd)	Bad Check	Exp or Repair of OSWW Treat Sys (<600 gpd)	Exp or Repair of OSWW Treat Sys (>600 & <3000 gpd)	Exp or Repair of OSWW Treat Sys (>3000 gpd)	Swimming Pool Annual Permit	
7 - JUL	#	\$150	\$200	\$400	\$800	\$50	\$100	\$100	\$100	\$200	\$200	\$150	\$75	\$150	\$75	\$250	\$400	\$25	\$50	\$200	\$800	\$100	
	\$	450	0	0	0	250	300	0	0	0	400	0	0	1,050	0	0	0	0	50	0	0	0	
8 - AUG	#	2				2								8	1				1				
	\$	300	0	0	0	100	0	0	0	0	0	0	0	1,200	75	0	0	0	50	0	0	0	
9 - SEP	#	1	1			4	5							6	1	1			4				
	\$	150	200	0	0	200	500	0	0	0	0	0	0	900	75	250	0	0	200	0	0	0	
10 - OCT	#	1	2			4	2						1	5	3				2				
	\$	150	400	0	0	200	200	0	0	0	0	0	75	750	225	0	0	0	100	0	0	0	
11 - NOV	#	5				2								5	1				1				
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	\$	0	200	0	0	100	200	0	0	0	0	0	0	450	150	0	0	0	50	0	0	0	
1 - JAN	#	2				5	3							4	1				2				
	\$	300	0	0	0	250	300	0	0	0	0	0	0	600	75	0	0	0	100	0	0	0	
2 - FEB	#	3				2	3				1			8	1				1				
	\$	450	0	0	0	100	300	0	0	0	200	0	0	1,200	75	0	0	0	50	0	0	0	
3 - MAR	#																						
	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4 - APR	#																						
	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5 - MAY	#																						
	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6 - JUN	#																						
	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL	#	17	4	0	0	26	18	0	0	0	3	0	1	46	10	1	0	0	0	13	0	0	0
	\$	\$2,550	\$800	\$0	\$0	\$1,300	\$1,800	\$0	\$0	\$0	\$600	\$0	\$75	\$6,900	\$750	\$250	\$0	\$0	\$650	\$0	\$0	\$0	



	Swimming Pool Plan Review	Well Camera Evaluation	Well Permit	Well Repair Permit	Bacteria Water Sample	Chemical Water Sample	Nitrate/Nitrite Sample	Pesticides Water Sample	Petroleum Water Sample	Five Test Water Sample Package	\$5 Credit For Previous Payment (See comments)	\$10 Credit For Previous Payment (See comments)	\$25 Credit For Previous Payment (See comments)	\$50 Credit For Previous Payment (See comments)	\$100 Credit For Previous Payment (See comments)	BACTERIA WATER (TOTAL COLIFORM P/A)	TOTAL COLIFORM MPN	FECAL COLIFORM	FECAL COLIFORM/STREPTOCOCCUS	ENTEROCOCCUS, MPN	IRON BACTERIA
7 - JUL	#	\$200	\$300	\$200	\$50	\$50	\$50	\$50	\$50	\$170	-\$5	-\$10	-\$25	-\$50	-\$100	\$50	\$36	\$36	\$55	\$36	\$38
	\$	0	200	2,700	600	50	0	0	50	0	0	0	0	0	0	0	0	0	0	0	0
8 - AUG	#		1	3	1	1	1	0	1	1					2						
	\$	0	200	900	200	0	50	0	0	170	0	0	0	0	-200	0	0	0	0	0	0
9 - SEP	#			1																	
	\$	0	0	300	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10 - OCT	#		1	8	2	1															
	\$	0	200	2,400	400	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11 - NOV	#			4																	
	\$	0	0	1,200	0	0	0	0	0												
12 - DEC	#		1	1	2	2															
	\$	0	200	300	200	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1 - JAN	#			4	3	1															
	\$	0	0	1,200	600	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2 - FEB	#			4	1											1					
	\$	0	0	1,200	200	0	0	0	0	0	0	0	0	0	0	50	0	0	0	0	0
3 - MAR	#																				
	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4 - APR	#																				
	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5 - MAY	#																				
	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6 - JUN	#																				
	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	#	0	4	34	11	6	3	1	1	1	0	0	0	0	2	1	0	0	0	0	0
	\$	\$0	\$800	\$10,200	\$2,200	\$300	\$150	\$50	\$50	\$170	\$0	\$0	\$0	\$0	-\$200	\$50	\$0	\$0	\$0	\$0	\$0



	SULFUR/SULFATE REDUCING	PSEUDOMONAS - MTF OR MPN	HETEROTROPHIC PLATE COUNT	FULL INORGANIC PANEL (CHEMICAL)	METALS PANEL	INDIVIDUAL METALS	ANIONS - FL, CL, SULF	DISINFECTION BY-PRODUCTS	FLUORIDE - PHYSICIAN, DENTIST REQUEST	NITRATE/NITRITE	ARSENIC SPECIATION	PESTICIDES WATER SAMPLE	HERBICIDES WATER SAMPLE	PETROLEUM PRODUCTS	VOLATILE ORGANIC CHEMICALS	WELL WATER FULL PANEL	WATER SAMPLING SITE VISIT FEE	SAMPLE PACK (INCLUDES WELL FULL PANEL +PEST+PETRO)	TOTAL
7 - JUL #	\$45	\$36	\$30	\$84	\$65	\$50	\$35	\$35	\$35	\$35	\$35	\$84	\$84	\$84	\$84	\$84	\$45	\$297	
	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$6,150
8 - AUG #																			
	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$3,095
9 - SEP #																			
	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$2,775
10 - OCT #																			
	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$5,150
11 - NOV #																			
	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$2,925
12 - DEC #																			
	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$2,050
1 - JAN #																			
	\$	0	0	0	0	0	0	0	0	0	0	0	0	84	0	336	180	0	\$4,075
2 - FEB #																			
	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	\$4,083
3 - MAR #																			
	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
4 - APR #																			
	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
5 - MAY #																			
	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
6 - JUN #																			
	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
TOTAL #	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	6	6	0	\$30,303
\$	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$84	\$0	\$504	\$270	\$0	\$30,303

**ENVIRONMENTAL HEALTH MONTHLY STATISTICAL REPORT**  
**FEBRUARY 2015**

ACTIVITY DESCRIPTION	#	COMMENTS
<b>FOOD, LODGING, AND INSTITUTIONAL</b>		
Field Visits	26	
Inspections	21	
Permits Issued-New or Revised Business	1	
Permits Suspended/Revoked-Business Closed		
Food Service Plan Review		
Consultation Contact	15	
Complaints	1	
<b>ON SITE WASTE WATER PROGRAM</b>		
Field Visits	45	
Soil/Site Evaluations	10	1 saprolite pit evaluation
Improvement Permits	5	
Construction Authorizations	2	
Operation Permits	2	
Denials		
Failing System Evaluations	1	
IP, CA, & OP Permits-Repairs	3	
Existing System Inspections/Authorizations	14	
OSWW Violations Notices		
Consultation Contacts	50	
Migrant Housing Inspections	13	
Pending Applications-Not Addressed	5	
Complaints	3	
<b>WATER SAMPLES</b>		
Field Visits	21	
Bacteria Samples	21	
Chemical Samples	6	
Petroleum Samples	1	
Pesticide Samples		
Nitrate/Nitrite Samples	6	
Consultation Contacts	27	
Migrant Housing Inspections	13	
<b>WELL PERMITS</b>		
Well Site Field Visits	5	
Number of Permits (New)	2	
Number of Permits(Repair)	1	
Grout Inspections	5	
Well Head Inspections	1	
Well Abandonment Inspections		
Bore Hole Camera Inspections	2	
Consultation Contacts	22	
Complaints		
<b>SWIMMING POOLS</b>		
Permits/Inspections		
<b>OTHER</b>		
Clerical Time (hours)	32	BETS, OSWP MONTHLY
Phone Contacts (Documented)	78	
Digitizing/Scanning (hours)	95.5	
Continuing Education (Days)		